Hospital Utilization Reporting Manual

Questions?

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I.   Wisconsin Hospital Association Information Center (WHAIC)

WHA Information Center (WHAIC) is dedicated to collecting, analyzing, and disseminating complete, accurate and timely discharge data and reports about charges, utilization, and quality of care provided by Wisconsin hospitals, ambulatory surgery centers and other healthcare providers.

WHAIC is a wholly owned subsidiary of the **Wisconsin Hospital Association** and was incorporated on October 1, 2003. WHAIC began collecting data in January 2004 under contract with the Wisconsin Department of Administration.

A. Introduction

Historically, this report has been referred to the Milwaukee Report, moving forward WHAIC has *renamed it and will refer to it as to the Hospital Utilization Report (HUR)* to better reflect its use and application. At this time, the completed reports will continue to be posted to the **Wisconsin Hospital Association's** website with no changes in outward appearance to the PDF.

Questions about this report or details related to this report may be directed to the **whainfocenter@wha.org**
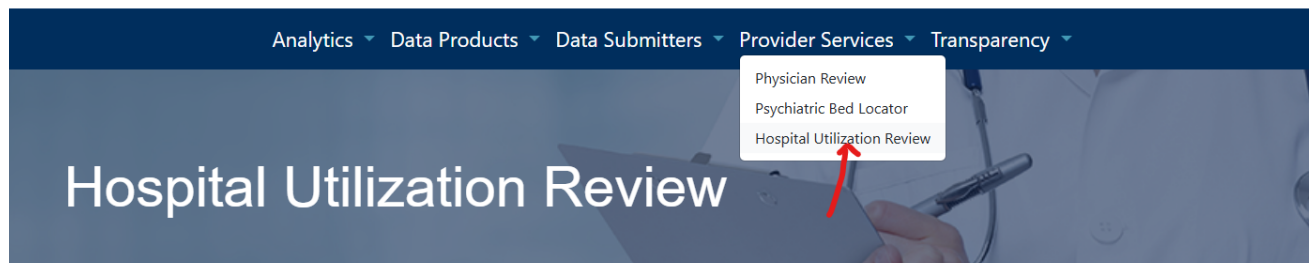
B. Use of Secured Portal

WHA and WHA Information Center (WHAIC) has a single sign-on (SSO) functionality for each application, enabling all WHA and WHAIC users to have just one login for all WHA and WHAIC products. The SSO process streamlines the experience for all users as well as those that enter data into the secured portals.

Users will be asked to enter their email address in order to request access to the system. This allows WHAIC to validate the email address and check our records to see if an account with that email address already exists in our system. If it does, the registration page will be completed according to the information we have on file. If not, the user must proceed to registration.

For users that have never accessed the WHA/WHAIC sites. To register, open site Hospital Utilization Report Login" simply click the tile "Hospital Utilization Report Login"

Once registration is submitted, WHAIC will approve access within 24 hours (Monday–Friday).

Upon completion of approval, users can login to the site with the Application Login in the upper right, or directly through the Provider Services Tab drop-down option.

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Analytics ▾ Data Products ▾ Data Submitters ▾ Provider Services ▾ Transparency ▾

Physician Review
Psychiatric Bed Locator
Hospital Utilization Review
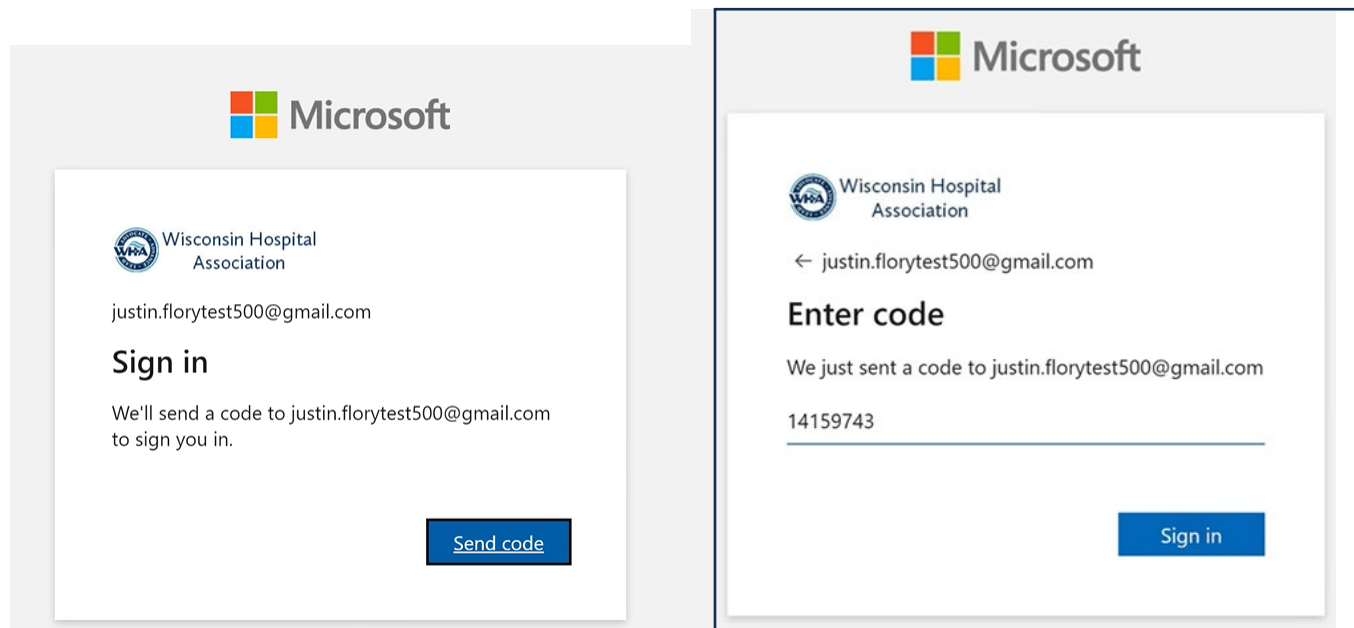
Hospital Utilization Review

The Hospital Utilization Report contains basic information on patient services provided at general medical services hospitals during the previous month in the Milwaukee area. If applicable, the data includes the number of admissions and patient days, by specific bed classification, number of live births, and number of Emergency Department (ED) visits, including the number of admissions resulting from ED services. Utilization Data is collected monthly on a voluntary basis and compiled in a PDF format from 31 Southeastern (Milwaukee) Wisconsin area hospitals.

The Report is referred to as the Milwaukee Area Hospital Utilization Report because it is specific to the region and not all hospitals participate in the reporting. This is a public report that has been produced since 1965 and passed through multiple agencies over the past 50 years. In January 2019, Wisconsin Hospital Association (WHA) transferred responsibility for the collection, processing and posting of the data to the WHA Information Center (WHAIC).

The Milwaukee Hospital Utilization Report is **a voluntary report produced only for the hospitals listed in the report**. This report along with multiple communications to remind facilities to complete the monthly report is automated. WHAIC staff make every effort to reach out and request cooperation and completion of the report to any facility that fails to complete it before it's posted on the 15th of each month. Once the report is posted, **WHAIC does not reprocess or repost missing facility data**, any missing or overlooked data will be updated with the next monthly cycle.

If you have questions about the Milwaukee Area Hospital Utilization Report data or would like more information on the multiple types of patient discharge data or reporting tools available through WHAIC, please contact a member of their team at WHA Information Center or call 608.274.1820.

Users trying to access the Hospital Utilization page will automatically be placed in a "User" role. Please be sure to check all affiliated hospitals. Once you have an approved account, most monthly reminders to complete the report and future communications will be sent through an automated email system. Hospitals are responsible for notifying WHAIC staff of any user changes.

■ Microsoft

Ⓦ Wisconsin Hospital
Association

justin.florytest500@gmail.com

Sign in

We'll send a code to justin.florytest500@gmail.com to sign you in.

Send code

■ Microsoft

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Association

← justin.florytest500@gmail.com

Enter code

We just sent a code to justin.florytest500@gmail.com

14159743

Sign in

Wisconsin Hospital Association (via Microsoft) <account-security-noreply@accountprotection....   10:54 AM (0 minutes ago)
to me ▾

Wisconsin Hospital Association

Account verification code

To access **Wisconsin Hospital Association**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:
14159743

If you didn't request a code, you can ignore this email.

Hospital Utilization Report

Sign In

Register

II.   What is the Hospital Utilization Report "Milwaukee Report"?

The Hospital Utilization Report (HUR), commonly known as the *Milwaukee Report*, presents selected inpatient hospital utilization data for Southeastern Wisconsin hospitals. Participating Milwaukee-area hospitals manually submit monthly inpatient data to the Wisconsin Hospital Association Information Center (WHAIC), which compiles and analyzes the information to provide both monthly and year-to-date performance totals.

The Milwaukee Report has a long history dating back to 1965, when the Comprehensive Health Planning Agency of Southeastern Wisconsin (CHPSEW) first began compiling and reporting regional hospital data. Responsibility for maintaining the data shifted over time:

- **1976** – Southeastern Wisconsin Health System Agency (SEWHSA) assumed responsibility.

- **1987** – SEWHSA merged with The Planning Council for Mental Health and Social Services, becoming the Planning Council for Health and Human Services, Inc.

- **Later years** – The Hospital Council of Greater Milwaukee Area (HCGMA) managed the report until its closure in 1996.

- **1996** – The Wisconsin Hospital Association (WHA) took over the continuation of the report.

- **January 2019** – WHAIC began collecting, processing, and posting utilization data from 32 participating Milwaukee County hospitals.

Today, the Milwaukee Report continues to serve as a key resource for tracking hospital performance and trends across Southeastern Wisconsin.

III.   Reporting and Entering Hospital Utilization Data

Effective January 1, 2019, all reporting is done through the WHAIC secured portal. The portal is multifunctional and serves many data reporting purposes and users. To that end, some hospital utilization report submitters may also have accounts related to WIpop, Survey or Kaavio.

A. Hospital Reporting Due Dates

Reporting should begin on the first day of the month. An automated email will be sent notifying registered users the report is available/due as follows.

To the degree possible, we will automate data submission reminder emails as follows:

- 1st of the month – System automatically available for submission
- 7th of the month – Reminder to submit by 12th for those who have not already submitted
- 12th of the month – Due today reminder for those who have not already submitted
- 14th of the month – Final reminder that data must be submitted

The Hospital Utilization Report will be posted on the WHA site on the 15th of the month or the next business day following if it falls on a weekend or holiday. Data not submitted by this date will not be included in the report and will need to be entered for the following reporting period to be reflected going forward. Changes will not be made to the Hospital Utilization Report once it is already posted.

B. Choose a report to update

For those that manage multiple facilities within a system, all data entry can be performed through a single sign-on in the portal utilizing our hospital dropdown list.

Users may request additional "Milwaukee" hospitals at any time. Email whainfocenter@wha.org to request changes to the list of hospitals available for reporting.

The user must first choose a report from the list of available reports. If multiple hospitals were chosen during the registration process, choose one hospital to begin.

Prior reports are available for review/update by selecting a different year/month in the **YYYY-MM** dropdown filter.

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Hospital Utilization Report

Home • User Links ▾ Manual ▾

Facility Select

Filter By Hospital:

*All ▾

User can filter the list for a specific hospital and year /mo. →

YYYY-MM:
2019-01 ▾

ID ▲	Hospital Name	YYYY-MM	Status	Last Saved
017	Ascension SE Wisconsin Hospital - Elmbrook Campus	2019-1	Submitted	8/1/2023 4:16:00 PM
018	Aurora Medical Center Burlington	2019-1	Submitted	2/19/2019 9:44:00 AM

Click on the hospital name to open and enter data in the report.

C. Data Entry in the form

After selecting a report, the form below appears.

1. Hospital: 315 - Aurora Medical Center in Grafton (Grafton)

Report Year 2019   Report Month 01

Enter the number of admissions and patient days for each hospital unit. Use zero (0) if there are no admits/patient days. Enter positive integers only.

	YY-MM 18-12	YY-MM 19-01		YY-MM 18-12	YY-MM 19-01
2. Medical/Surgical					
Admissions	568		Patient Days	2162	
3. Obstetric					
Admissions	88		Patient Days	211	
4. Pediatric					
Admissions	0		Patient Days	0	

Data from the previous month will automatically populate. You cannot change this data.

All numeric fields must be filled in. If there were no admissions or patient days, use ZERO (0).

11. Number of Admissions Resulting from Emergency Department Visits   166   36   🔔

Comments:
(Limit 400 Characters)

Comments are not required; however, when you have an alert bell, we ask that you explain variances of ± 20%

[Back to Facility Select]   [Validate]   User must validate data before submitting data for the month.   [Submit and Finalize]

WHAIC does not perform internal validation of hospital utilization data. The data sets we produce will be a direct result of the input from the hospital.

The data entry form contains validation checks. These validation checks are intended to create efficiencies for hospital staff reporting and a more reliable data set with fewer caveats each month.

- ❖ Refer to the top of the page for an explanation of the edit or the Edit tab for a list of Edits.
- ❖ All fields must have a numeric value – zero (0) is acceptable.
- ❖ Report Year and Report Month are auto populated – user may not change these fields.
- ❖ A variance of $\pm$ 20% will be flagged from month to month in both the Admissions and Patient Days.
- ❖ Checks are set up to verify under or over reporting of admissions – from month to month.
- ❖ There are some logic validation checks in place in specific fields, such as Emergency Room.
  - ➢ Example 1) A hospital cannot have more admissions resulting from ER visits than ER visits in total. This type of reporting will result in a Hard Edit.
  - ➢ Example 2) Negative numbers are not allowed – if entered, a hard edit will appear.

- ❖ Once you have entered your data, click the Validate button. Edits will be noted with icons:
  - ➢ ❌ Indicates a hard edit, such as required data missing, invalid number format, or patient days less than admissions. A report with hard edits cannot be submitted, but it can be saved.
  - ➢ ⚠️ Indicates a soft edit, such variance of over 20% from the previous month. Soft edits do not prevent report submission.

- ❖ To see the edit number and text, click on the icon:
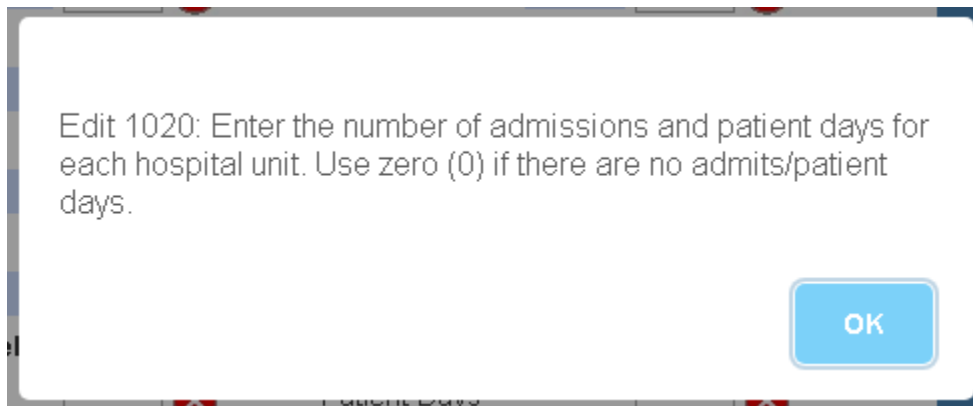
The buttons at the bottom of the form have these functions:

- ❖ **Cancel**: Discards changes and returns to the main menu.
- ❖ **Undo Changes**: Reverts to the previously saved data, but stays on this screen.
- ❖ **Validate**: Checks the data for edits.
- ❖ **Save & Exit**: Not visible until after clicking Validate. Saves the currently entered data, even if it has errors, and returns to the main menu. The report is marked with Status = Incomplete.

❖ **Submit Final**: Not visible until after clicking Validate. Disabled if hard edits are noted on the form. Saves the currently entered data, then returns to the main menu. The report is marked with Status = Submitted.

D. Correcting Current/Previous Data Submission Errors

HUR users can correct a previous month's report by choosing the month requiring updating. There is no need to notify WHAIC staff. Your credentials, date and time will be stored along with any comments for historical purposes. Any data changed for previous months in the current year will be reflected in the year-to-date totals for subsequent reports for that year.

Edits in red must be corrected before submitting.

Edit Number	Edit/Message	How to Fix
1030	Each field must contain a value. Use positive whole numbers only.	This edit requires action. All number fields are required. Cannot use negative numbers or alpha text in fields. Report cannot be saved if the field contains a non-numeric value.
1035	The number of ED admissions cannot be greater than the number of ED visits.	This edit requires action. User must verify the number of emergency department admissions is not greater than the number of emergency department visits before proceeding.
1037	The number of admissions should not be greater than the number of patient days. Please verify and correct.	This edit requires action. User must verify the number of patient admissions is not greater than the number of patient days before submitting the monthly report.
1038	Patient days cannot be greater than zero when the number of admissions is zero.	This edit requires action. User must verify the number of patient admissions is not zero when the number of patient days is greater than zero.
1040	Please use the comment section below to explain the >20% variance in this unit before submitting.	Comments are not required. WHAIC would like an explanation to document significant variances in data.

IV.   Processing the Hospital Utilization Report

This report is available in both PDF and Excel format on the 15th of each month. It is a **14-page report located on the Wisconsin Hospital Association (WHA) website: https://www.wha.org/DataandPublications/Hospital-Utilization-Report.**

Sample of the finished HUR report.

HOSPITAL UTILIZATION REPORT
TABLE 1
Admissions & Days - Current Period & Year-To-Date
For December 2018

Page 1

Hospital	Current Period ADMISSIONS Number	Current Period ADMISSIONS Percent	Current Period PATIENT DAYS Number	Current Period PATIENT DAYS Percent	Admissions YEAR-TO-DATE 2017	Admissions YEAR-TO-DATE 2018	% Change	Patient Days YEAR-TO-DATE 2017	Patient Days YEAR-TO-DATE 2018	% Change
ALL SAINTS HEALTHCARE										
ALL SAINTS MEDICAL CENTER	997	5.7%	4,466	5.2%	12,693	11,979	-5.6%	56,245	55,045	-2.1%
ALL SAINTS SUBTOTAL	997	5.7%	4,466	5.2%	12,693	11,979	-5.6%	56,245	55,045	-2.1%
AURORA HEALTH CARE										
LAKELAND MEDICAL CENTER	193	1.1%	741	0.9%	2,686	2,773	3.2%	9,064	9,658	6.6%
AURORA MEDICAL CENTER, HARTFORD	131	0.7%	375	0.4%	1,537	1,664	8.3%	5,011	5,263	5.0%
AURORA SINAI MEDICAL CENTER INC.	576	3.3%	2,511	2.9%	8,150	8,098	-0.6%	30,549	31,625	3.5%
ST. LUKE'S - MILWAUKEE	2,691	15.3%	17,033	19.8%	34,785	32,598	-6.3%	203,664	199,682	-2.0%
WEST ALLIS MEMORIAL	984	5.6%	3,866	4.5%	11,789	11,509	-2.4%	42,310	44,329	4.8%
AURORA MED CTR KENOSHA	470	2.7%	1,539	1.8%	5,570	5,689	2.1%	17,691	18,532	4.8%
AURORA MEDICAL CENTER SUMMIT	362	2.1%	1,246	1.4%	3,931	4,191	6.6%	13,842	15,526	12.2%
AURORA MEDICAL CENTER GRAFTON	745	4.2%	2,649	3.1%	7,922	8,920	12.6%	28,325	31,371	10.8%
MEM HOSP OF BURLINGTON	164	0.9%	648	0.8%	2,290	2,147	-6.2%	7,180	7,929	10.4%
AURORA SUBTOTAL	6,316	36.0%	30,608	35.6%	78,660	77,589	-1.4%	357,636	363,915	1.8%
WHEATON FRANCISCAN HEALTHCARE										
ELMBROOK MEMORIAL	349	2.0%	1,476	1.7%	4,428	4,525	2.2%	19,102	19,189	0.5%
ST. FRANCIS	468	2.7%	2,207	2.6%	6,648	5,681	-14.5%	34,107	29,390	-13.8%
ST. JOSEPH'S	485	2.8%	1,805	2.1%	6,779	6,023	-11.2%	28,599	24,783	-13.3%
FRANKLIN	251	1.4%	1,164	1.4%	2,827	3,150	11.4%	12,200	13,136	7.7%
MIDWEST ORTHOPEDIC SPECIALTY HOSPITAL	130	0.7%	226	0.3%	1,443	1,607	11.4%	3,023	3,107	2.8%
WHEATON FRANCISCAN SUBTOTAL	1,683	9.6%	6,878	8.0%	22,125	20,986	-5.1%	97,031	89,605	-7.7%
COLUMBIA-St. MARY'S										
COLUMBIA ST. MARY'S MILWAUKEE	957	5.4%	4,914	5.7%	11,826	11,553	-2.3%	55,907	58,405	4.5%
COLUMBIA ST. MARY'S OZAUKEE	391	2.2%	1,585	1.8%	4,488	4,885	8.8%	21,245	22,934	8.0%
ORTHOPEDIC HOSPITAL of WI	130	0.7%	296	0.3%	1,394	1,485	6.5%	3,178	3,189	0.3%
COLUMBIA St. MARY'S SUBTOTAL	1,478	8.4%	6,795	7.9%	17,708	17,923	1.2%	80,330	84,528	5.2%
FROEDTERT HEALTH										
COMMUNITY MEMORIAL - M.F.	853	4.9%	3,301	3.8%	9,036	9,949	10.1%	34,077	38,098	11.8%
FROEDTERT MEMORIAL	2,525	14.4%	15,608	18.2%	30,222	31,239	3.4%	168,623	181,968	7.9%
ST. JOSEPHS-WEST BEND	360	2.0%	1,264	1.5%	3,792	4,110	8.4%	13,097	14,548	11.1%
FROEDTERT HEALTH SUBTOTAL	3,738	21.3%	20,173	23.5%	43,050	45,298	5.2%	215,797	234,614	8.7%
PROHEALTH CARE										
WAUKESHA MEMORIAL	980	5.6%	3,816	4.4%	12,828	12,644	-1.4%	48,439	49,736	2.7%
OCONOMOWOC MEMORIAL	242	1.4%	779	0.9%	2,903	2,934	1.1%	7,895	9,108	15.4%
REHABILITATION HOSPITAL of WI	77	0.4%	954	1.1%	895	900	0.6%	12,517	12,029	-3.9%
PROHEALTH SUBTOTAL	1,299	7.4%	5,549	6.5%	16,626	16,478	-0.9%	68,851	70,873	2.9%
CHILDREN'S HOSPITAL OF WIS.	750	4.3%	4,435	5.2%	8,544	8,173	-4.3%	49,172	45,840	-6.8%
COLUMBIA CENTER	0	0.0%	0	0.0%	570	259	-54.6%	1,456	658	-54.8%
POST ACUTE SPECIALTY (KINDRED)	30	0.2%	759	0.9%	495	494	-0.2%	11,930	10,968	-8.1%
VETERANS AFFAIRS MED CTR	601	3.4%	3,268	3.8%	7,667	7,580	-1.1%	44,482	40,990	-7.9%
FROEDTERT SOUTH	673	3.8%	3,045	3.5%	7,448	7,862	5.6%	33,724	35,949	6.6%
SUBTOTALS	17,565	100%	85,976	100%	215,586	214,621	-0.4%	1,016,654	1,032,985	1.6%

V.   Definitions

NAME	DEFINITION
Admission from Emergency Dept.	The number of patients who are formally admitted to the hospital as inpatients during an emergency visit.
Admissions	The number of patients who are formally accepted as inpatients from outside the hospital. This excludes newborns born in the facility or transferred to the facility. Excluded from this definition are patients transferred from one unit to another within the hospital without being formally discharged from the initial unit.

Chemical Dependency	A unit designed for the purpose of diagnosing or treating conditions related to alcoholism, alcohol abuse, or other drug dependency or abuse. This includes detoxification services.
Deliveries	The sum of the number of live births and still births in the hospital. A multiple birth delivery counts as one delivery.
Emergency Dept. Visit	The total number of visits to a hospital emergency department by patients. • Patient triaged out of emergency department, after emergency department registration, are to be included as an emergency department visit. • Patient first registered in the emergency department, that becomes inpatient, is counted as an emergency department visit. • Patient registered in an emergency department and subsequently triaged to a walk-in clinic, is counted as an emergency department visit and not an outpatient visit. If the triage was done prior to registration, it would then be an outpatient encounter, not an emergency department visit.
Hospital Utilization Report	The Hospital Utilization Report, also known as the Milwaukee Report, is specific to Southeastern Wisconsin hospitals. This report is produced monthly to identify specific **targeted inpatient admissions and patient days**. Once the data is entered from the target area hospitals it is compiled to come up with an analysis of hospital performance. The report is produced and published in a PDF file along with an excel file. The report contains data for the current period, year to date admissions and year to date patient days. The report is located https://www.wha.org/DataandPublications/Hospital-Utilization-Report
Medical / Surgical	Units for patients who are being served by physicians trained and/or practicing the following specialties - allergy, dermatology, pulmonary disease, cardiology, gastroenterology, communicable disease, neurology, malignant disease/oncology, telemetry, other medical specialties, gynecology, otology, thoracic surgery, neurosurgery, otorhinolaryngology, plastic surgery, orthopedics, proctology, and other surgical specialties except for the units defined in "other".
Neonatal	Of or relating to a newborn infant or to the first 28 days of an infant's life: *neonatal care.* All newborns (also called neonates) need health care when they are born. Even if they're born healthy, they need to be checked out by health care providers to make sure everything's OK. If a baby's not OK, he may need additional providers and treatment to help him get better.
Obstetric	A unit designed for the care of women for conditions related to child-bearing. This includes women directly admitted to labor and delivery rooms.
Other	This category includes intensive care units, cardiac care units, intermediate care units, hospice care units, sub-acute units (beds under the hospital license that are classified as sub-acute), and all others not otherwise specified.

Patient Days	The sum of all inpatient service days in a period under consideration (monthly, quarterly, semi-annually, or annually) the days of care rendered to inpatients including vacant but reserved bed days. This report counts monthly inpatient service days.
Pediatric	A unit primarily designed for patients 14 years of age and under (excluding newborns and neonatal intensive care) for the diagnosis or treatment of conditions requiring medical or surgical services.
Psychiatric	A unit designed for the purpose of diagnosing or treating conditions related to mental illness.
Rehabilitation Unit	A unit designed for the purpose of restoring physical functions and preventing deformities through the delivery of services such as physical therapy, occupational therapy, vocational training, and social services. The units must be Title 18 (Medicare) certified.
Acronym	**Term**
ER/ED	Emergency Room/Emergency Department
HUR	Hospital Utilization Report
INP	Inpatient
MKE	Milwaukee
WHA	Wisconsin Hospital Association
WHAIC	Wisconsin Hospital Association Information Center

VI.   Frequently Asked Questions

Question	Response	Date
Why did the reporting format change?	Once WHAIC took over the reporting, it was not practical to maintain two systems. Our policy is to use our secure environment for all data collection routines.	January 22, 2019
What if I miss the deadline to submit the monthly admissions?	You can enter them the following month. WHAIC sends out numerous emails and reminders. The data will be absent for that month and a caveat will be noted to address that data was not received.	January 22, 2019
I forgot to include one of our hospitals, how do I get it added?	Users may request to add additional hospitals at any time, email the whainfocenter@wha.org to request changes to the list of hospitals available for reporting.	February 2019
How come my total patient days don't match or equal what I reported?	Review your Neonatal totals. The neonatal data is not included in the totals.	Historical
How come my quarterly discharge data we provide to the WHAIC can't be used?	This report is as near to real-time reporting you can get and used by a specific group of facilities based on admissions and patient days only. The WHAIC data is state mandated inpatient and outpatient discharge data. There are over 250 hospitals and ASCs	Historical

	that submit using an 837 claims file format. The WHAIC discharge data is not distributed for public use for several months following the close of the quarter.	
I entered the wrong totals for the month of October of the previous year, what can I do to fix that?	The reporting format allows users to make changes to correct historical data in the reporting portal. Select a Hospital Utilization Report to review. Click on column headers to sort. YYYY-MM: to change a previously reported total 2019-03 Filter for Hospital: *All *All 2019-03 2019-02 2019-01 2018-12 ID Hospital Name YYYY-MM Status	February 2019
What is meant by inpatient location admission counts?	Include any new patients that are assigned to a bed in the specific inpatient location at the time of the location-specific admission count. Qualification as a new patient means that the patient was not present on the previous calendar day at the time of the patient day count. The daily admission counts are summed at the end of the calendar month for a monthly inpatient location-specific admission count.	April 2019
Should I count previously reported bed days.	This report represents a new set of inpatient data each month and is independent of previously reported data. Each new patient represents one bed and the number of days in that bed. The report output located on the WHA website includes year to date totals.	April 2019
What if I had zero patients in a given month?	You will be allowed to enter zero admissions and enter current month patient days (any existing patients in beds from previous months) plus any new admit patient days. In the case of zero patients, you bring forward the number of patient days still in use from previous month.	April 2019

End