

# Newsletter Tip – Better Reports with Variable Height

Welcome to American Data CARES, the online resource for all your ECS needs. This handout may be read independently or in conjunction with the corresponding video *Newsletter Tip – Better Reports with Variable Height* in our American Data CARES library. This handout will show you how to use the Variable Height feature to improve the layout of some reports. If, after reviewing this material, you need further assistance, please contact [cares@american-data.com](mailto:cares@american-data.com) or 800-464-9942.

Thank you for taking the time to learn about the Variable Height feature. Please refer to the companion video, *Newsletter Tip – Better Reports with Variable Height* for more details. Check out our other videos and documentation for more great information about ECS!

**Care Plan** Page 1

Site 1

Name: Smith, Beth O		Room: 1112-1	Current Diagnosis: Local-rel sympto epi w/ compo part seiz; intrct. who stat epi (Acute Repetitive Seizures), Oth generalized epilepsy, not intractable, who stat epi (Generalized Epilepsy), Other amnesia (Mild Amnesia), Unspecified mood (affective) disorder (Dysphoria), Amebic liver abscess (Amebic Hepatic Abscess)	
Physician: Dr. James Black				
NEED/PREFERENCE	APPROACH	GOAL		
07/14/2017 LET ME TELL YOU ABOUT MYSELF: HOW I GREW UP: MY ADULT LIFE: WHILE I'M HERE:	My name is Elizabeth Smith. Please call me Beth. I am a retired teacher. I was born in Milwaukee. We moved to wausau when I was 8 and started farming. I went to college in Madison. I was the first in my family to attend college. I want to get stronger so that I can move home.			
BASIC CARE NEEDS	APPROACH	GOAL		
07/14/2017 I can't complete my cares on my own. BECAUSE I: SHOW THIS BY: have a hip a fracture having a hard time moving . getting tired quickly	07/14/2017 I need my nurses to — establish an ADL program for me . secure adaptive equipment for me to use . encourage me to be as independent as possible with my cares . show me how to use adaptive equipment, with the help of 1 person . I use a trapeze with the help of 1 person . a slide board without help with the help of 1 person . I need help adjusting my clothes with the help of 1 person . I use a standard walker with the help of 1 person . I TRANSFER: I EAT: I USE THE BATHROOM: I WALK: I MOVE ABOUT THE UNIT: I DRESS: I can dress and undress my upper body with the help of 1 person . my lower body I need help to put on compression stockings in the morning and remove them at night. (High high) I DO: HYGIENE/GROOMING: I can wash my face & hands . TAKES: ORAL CARE: I clean my teeth & gums HEARING AID: I wear a hearing aid in my left ear VISION: I wear glasses . I use a bright light when reading	07/14/2017 MY GOAL IS TO: independently GOAL TIME: two weeks		

**Care Plan** Page 2

Site 1

Name: Smith, Beth O		Room: 1112-1	Current Diagnosis: Local-rel sympto epi w/ compo part seiz; intrct. who stat epi (Acute Repetitive Seizures), Oth generalized epilepsy, not intractable, who stat epi (Generalized Epilepsy), Other amnesia (Mild Amnesia), Unspecified mood (affective) disorder (Dysphoria), Amebic liver abscess (Amebic Hepatic Abscess)	
Physician: Dr. James Black				
BASIC CARE NEEDS	APPROACH	GOAL		
	07/14/2017 I BATH: with the help of 1 person . I prefer showers . I go to the salon for shampoos REPOSITIONING: I reposition without help			
DISCHARGE PLAN	APPROACH	GOAL		
07/14/2017 I WOULD LIKE: BECAUSE I: IN THE PAST: to return to my own home was unable to go home previously services needed for me to go home	07/14/2017 I need my nurses to — talk with me about discharging . teach me and/or my caregivers how to count calories.	07/14/2017 MY GOAL IS TO: GOAL TIME: be able to return home safely . two weeks		
NUTRITION	APPROACH	GOAL		
07/14/2017 I HAVE THE POTENTIAL TO: BECAUSE I: IN THE PAST: have unintended weight loss I have a history of not eating enough I have lost too much weight (10 pounds in the past year)	07/14/2017 I need my nurses to — ask my family to provide my favorite foods and drinks . weigh me weekly I need my aides to — help my meal set I can eat . remind me and encourage me to finish meals, offer me something else if I don't like the meal. . Often times I prefer a PB sandwich to the offered meal. I need Dietary staff to — food I like to eat . food supplements	07/14/2017 MY GOAL IS TO: GOAL TIME: enjoy my meals . maintain my weight three months		

Resident Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Why You Should Utilize This Feature

The Variable Height feature allows certain report fields to be designed to use up as much vertical space on a page as needed. Previously, report fields had to be designed to be a specific fixed height, and if there was more data than could fit in the allotted space, another page was generated. This limitation caused common reports such as Diagnoses lists and Physician Order reports to be multiple pages in length, with some wasted space on each page. The images below show the difference between a Physician Order report that does not

use the variable height feature (left) and one that does (right). This month's tip will teach you about the Variable Height feature by showing you how to transform the report displayed below.

PHYSICIAN ORDERS			
Site 1			
Resident: Jefferson, Thomas		Room: 107-2	D.O.B.: 05/24/1915 Age: 103 Yrs
ALLERGIES			
No Known Drug Allergy.			
DATE	PRNs	TREATMENTS	
10/17/2014	Lisinopril-Hydrochlorothiazide 10MG-12.5MG Tablet Dose: (1 tablet) by mouth daily 0800 For: Hypertension (High Blood Pressure)	12/15/2017 Lab: KEPKRA LEVEL 1 x/wk Wednesdays first draw date: 12/20/2017 Reason/Diagnosis: G45.9 Transient cerebral ischemic attack, unspecified Ordered by: Dr. Samantha Berns	
01/08/2015	(Dibroxol)Carbamide Peroxide 6.5% Solution Dose: (1 drop) to ears (right) daily 2300 For: Aural Cerumen Removal (Ear Wax Removal)	10/31/2016 TREATMENT: Respiratory: Apply oxygen 2.0 liter/min as needed	
02/16/2015	(Tylenol)Acetaminophen 325MG Tablet Dose: (1 tablet / 325mg) by mouth daily 1000 For: Fever (Febrile)		
02/16/2015	(Pesto-Bismo)Bismuth Subsalicylate 262MG Tablet Dose: (1 tablet / 262mg) by mouth three times per day 0830 1230 1730 For: Diarrhea		
07/28/2016	DSS Dose: (1 ml / 10mg) by mouth daily 0800 x 3 days For: Constipation		
09/22/2016	GUETAPINE Fumarate 100MG Tablet 09/22/2016 10:14AM Dose: (1 tablet / 100mg) by mouth daily AM For:		
Diagnoses			
G45.9 Transient cerebral ischemic attack, unspecified (Transient Ischemic Attacks)			
I20.0 Unstable angina (Progressive Angina Pectoris)			
E08.319 Diab due to unord cond w unop diab rthrop w/macular edema (Diabetic Retinopathy)			
Physician Signature:		Date: 08/08/2016	
Nurse Signature:		Date:	

Site 1, SAUK CITY, 08/08/2016 09:17 AM, Page 1 (Continued)

PHYSICIAN ORDERS			
Name: Jefferson, Thomas		Room: 107-2	Birthdate: 05/24/1915 Age: 103 Yrs Sex: M
MRN: 4687	Admit Date: 02/19/2019	Physician: Dr. James Black	Code Status: DNR
ALLERGIES			
No Known Drug Allergy			
SCHEDULED MEDICATIONS			
07/28/2016	DSS Dose: (1 ml / 10mg) by mouth daily 0800 x 3 days For: Constipation		
09/22/2016	GUETAPINE Fumarate 100MG Tablet 09/22/2016 10:14AM Dose: (1 tablet / 100mg) by mouth daily AM For: Schizophrenia (Genetic Predis)		
01/24/2017	(Tylenol)APAP 325MG Tablet Dose: (1 tablet / 325mg) by mouth daily 0800 For: Pain		
09/26/2017	MethylPREDNISOLONE (Pak) 4MG Tablet Dose: (1 tablet / 4mg) by mouth three times per day 0900 1300 1800 x 1 days For: Arthritis "SPLIT ORDER"		
09/26/2017	MethylPREDNISOLONE (Pak) 4MG Tablet Dose: (1 tablet / 4mg) by mouth four times per day 0900 1200 1800 2000 x 1 days For: Arthritis "SPLIT ORDER"		
09/26/2017	MethylPREDNISOLONE (Pak) 4MG Tablet Dose: (1 tablet / 4mg) by mouth three times per day 0900 1300 1800 x 1 days For: Arthritis "SPLIT ORDER"		
09/26/2017	MethylPREDNISOLONE (Pak) 4MG Tablet Dose: (1 tablet / 4mg) by mouth twice per day 0900 1700 x 1 days For: Arthritis "SPLIT ORDER"		
PRN MEDICATIONS			
09/20/2014	(Advant)LOrazepam 1MG Tablet Dose: (1 tablet / 1mg) by mouth three times a day as needed For: Anxiety (Feeling Anxious)		
TREATMENTS			
10/31/2016	TREATMENT: Respiratory: Apply oxygen 2.0 liter/min as needed		
DIAGNOSES			
G45.9 Transient cerebral ischemic attack, unspecified (Transient Ischemic Attacks)			
I20.0 Unstable angina (Progressive Angina Pectoris)			
E08.319 Diab due to unord cond w unop diab rthrop w/macular edema (Diabetic Retinopathy)			
F40.11 Social phobia, generalized (Social Anxiety Disorder)			
F41.9 Anxiety disorder, unspecified (Anxiety secondary to Anxiety)			
Physician Signature:		Date: 08/08/2016	
Nurse Signature:		Date:	

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## Using This Feature

Variable Height is available exclusively in ECS10. You may contact American Data clinical support staff to have certain report setups, such as *Care Plans (Pers)*, *Physician Orders*, and *Diagnoses List*, copied into your system at little or no cost. You may also adapt existing reports to use the Variable Height feature using the steps outlined in this Newsletter Tip.

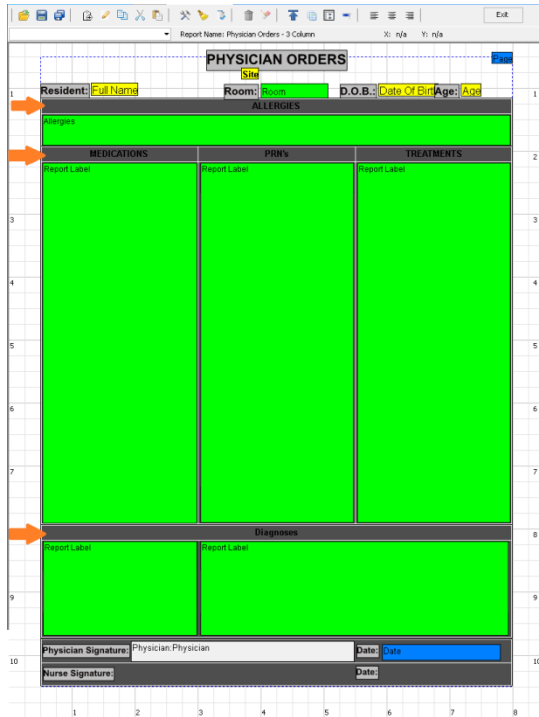
## Setup

These are general instructions only and may need to be modified depending on your specific report name and setup.

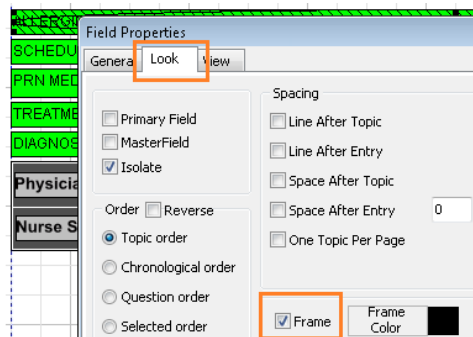
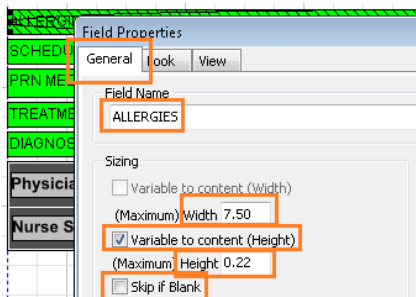
The Variable Height report property is available for both green View fields and red Column fields in the report maker. Here are some general rules:

- 1) You may not set Variable Height fields up next to each other, or overlapping as this will cause printing issues. If you do so, you will receive a warning when you save the report.
- 2) You may have as many other fields on the report as you like - above, below, or between Variable Height fields. However, once you have created a Variable Height field, all view and/or column fields below the first one must also be set up Variable Height. If you do not do this, you will receive a warning when you save the report, and the affected fields will automatically be adjusted.
- 3) Variable Height fields may be any height or width on the report setup screen, but on the print preview, the field height will be based upon the amount of content. The default height of a newly created field works fine.

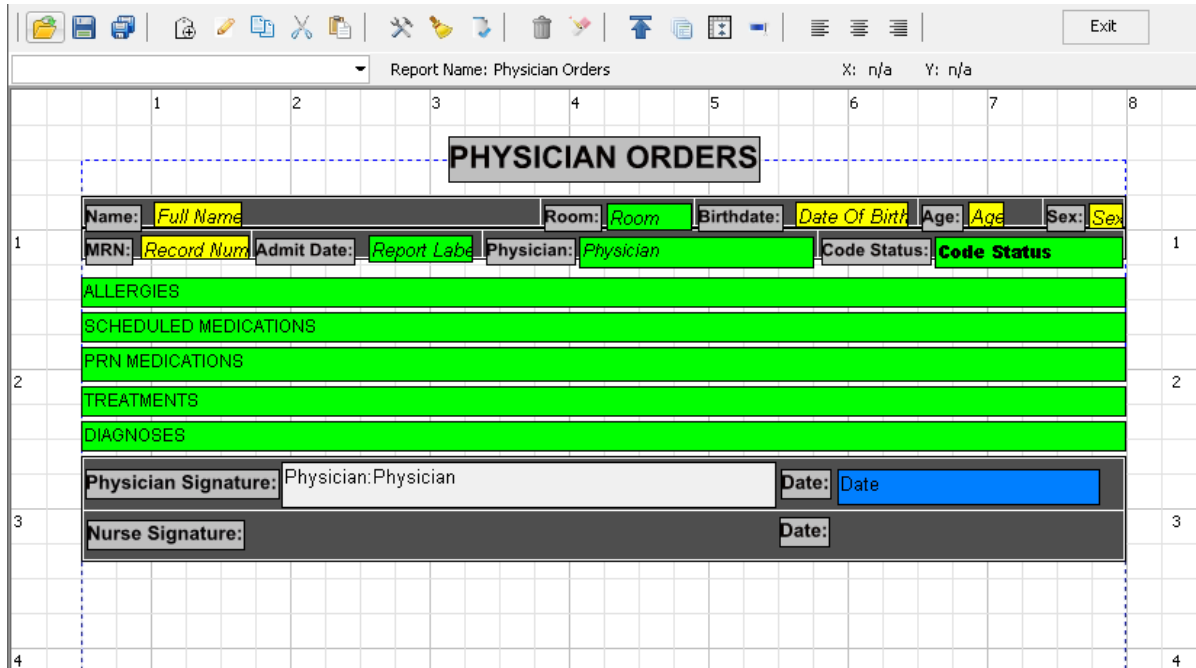
- 4) No fields under/after a Variable Height field will repeat on subsequent pages of the report when printing.
1. Start by opening the Report Maker feature American Data – ECS > Setup > Report > Report Maker). Use **Open Report** to find Physician Orders (3 Column) and select it. The report will look similar to the one displayed here:



2. Delete the black frames that surround the green fields on the report (indicated by the three orange arrows)
3. Edit the green Allergies field and select the General tab. Referring to the image below, make the following changes:
  - a. Put ALLERGIES in the Field Name – this will be the displayed header for the field.
  - b. Put a check mark into Variable to Content (Height); remove the check mark from Skip if Blank.
  - c. Make the Width 7.50 and the Height 0.22.
4. Select the Look tab and put a check mark into Frame.
5. Close the field and reposition as needed.
6. Repeat steps 3-5 for the Medication, PRN, Treatment, and the first of the Diagnoses fields, naming them accordingly.



7. The setups of the two green diagnoses field boxes should be combined into one box. Look at the topics/words listed in the second box (Secondary and Other dx), and the go into the first box, and use **Add** to add those setups. Then delete the second box, as it is no longer needed.
8. Move the Physician and Nurse Signature fields below the green fields.
9. Save the report changes. The setup should look like this:



### More Reports to Consider Variable Height

- Care Plans
- Diagnoses List
- Transfer and Referral Record
- CNA Kardex
- Therapy Evals and Progress Notes
- Any report where the amount of data that will display in the field may vary from resident to resident, or from one time to the next.

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