

Assisted Living Community

ALC-05 Staff Stability

Process Steps

5 Steps for ALC Abstraction and submission

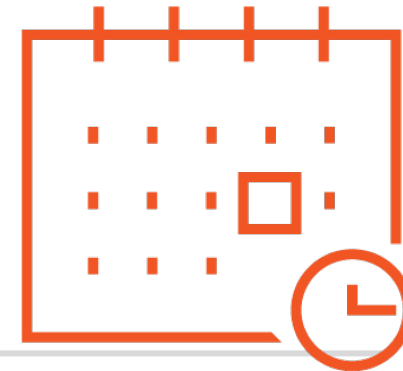
1. Determine the quarter of data you are planning to submit
2. Refer to the associated Specification Manual
3. Collect the denominator
4. Collect data for the measure in the numerator population
5. Enter data into DDS

Step 1:

Determine the quarter of data you are planning to submit:

- Quarter 1, 2, 3, or 4 for 20xx year
- Data is optional for CY2022/CY2023: any or all 4 quarters may be submitted
- Data is required for CY2024: all 4 quarters must be submitted
- For Reporting Requirements see the [Measurement](#) section of the external Joint Commission website:

<https://www.jointcommission.org/measurement/accreditation---alc/>



Step 2:

Refer to the associated Specification Manual on the [ALC webpage](#) under specifications.

Home > Measurement > Assisted Living Community (ALC)

ORYX Performance Measurement Reporting

Information about ORYX® reporting requirement for the Assisted Living Community (ALC) Accreditation Program.



Measurement

Measures	+
Specifications Manuals	+
Reporting	+
Pioneers in Quality	+
Resources	
ORYX FAQs	
Quality Measurement Webinars & Videos	+
Assisted Living Community (ALC)	

Facts about ORYX for ALC Program

- The Joint Commission's ORYX initiative integrates performance measurement data into the accreditation process.
- ORYX measurement requirements support Joint Commission-accredited organizations in their quality improvement efforts.

The following sections provide the ORYX reporting requirements for the respective year and links to important resources and supporting material.

2023 ORYX Reporting Requirements for ALC Program

+

Key Communications

+

Resources

+

Specifications

-

Measure specifications are detailed in the Specifications Manual which is accessible on The Joint Commission's website under the Specifications Manuals/Chart Abstracted Measures page.

Joint Commission Specifications Manuals

Step 2 (continued):

Refer to the associated ALC Specification Manual on the Chart Abstracted Measure Specifications Manuals home page.

<https://manual.jointcommission.org/Home/WebHome>

Chart Abstracted Measure Specifications Manuals

[? Have a question?](#)

[Hospitals and Outpatient Centers](#)

[Assisted Living Community](#)

[Health Care Staffing](#)

Q3/Q4 2023 - Version 2023B NEW Applicable 07-01-23 (3Q23) through 12-31-2023 (4Q23) Future +

Q1/Q2 2023 - Version 2023A Applicable 01-01-23 (1Q23) through 06-30-23 (2Q23) Current +

Q3/Q4 2022 - Version 2022B Applicable 07-01-22 (3Q22) through 12-31-22 (4Q22) Recent Past +

Q3 2021 - Version 2021B Applicable October 2021 through June 30, 2022 Recent Past +

Additional Documentation

Assisted Living Community (ALC) Certification Program Performance Measure Abstraction Template:

[ALC Abstraction Template](#)

Data Entry Guide for Chart-Abstracted Measures:

This guide describes the aggregate data requirements for Assisted Living Communities (ALC) submitting chart-abstracted measure data the Direct Data Submission Platform. The guide is available under the "Guide for Data Entry" section of the [Chart Abstracted Measures page](#) on The Joint Commission Website.

Step 2 (continued):

Assisted Living Community Measures

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Table of Contents

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- [Using the Manual for Assisted Living Community Measures](#)

Measure Sets

Section 1: Measure Information Forms

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 - [ALC-2](#)
 - [ALC-3](#)
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Section 2: Data Dictionary

- [Introduction to the Data Dictionary](#)
- [Alphabetical List of Data Elements](#)

Section 3: Overview of Measure Information Form and Flowchart Formats

- [Overview of Measure Information Form and Flowchart Formats](#)

Step 2 (continued):

ALC-05 is composed of two sub-measures:

- ALC-05a, which assesses the stability of all staff, and
- ALC-05b, which assesses the stability of direct care staff only.

Measure Set: Assisted Living Community (ALC)

Set Measure ID: ALC-05

Set Measure ID	Performance Measure Name
ALC-05a	Overall
ALC-05b	Direct Care Staff

Performance Measure Name: Staff Stability

Description: Improve staff stability through tracking turnover among assisted living community staff.

Rationale: Those who work most closely with residents are at the core of providing quality care. Research shows that satisfied staff contributes to greater quality of life of the residents in assisted living communities and provide better quality of care.

With a more satisfied, well-trained, and committed staff, providers see increased retention rates and fewer work-related incidents and injuries to the workforce, all of which contribute to better overall performance of the community. The more consistent and dedicated the staff is, the more they understand and are able to effectively respond to each person's needs – reinforcing the long term care profession's commitment to delivering person-centered care.

Step 3:

Collect denominator:

ALC-05a: Gather a list of the total number of positions/ employees who were employed on the last day of the month per month, including all direct and non-direct.

Denominator Statement:

- ALC-05a: Number of positions/ employees who were employed on the last day of the month per month, including all direct and non-direct.
- ALC-05b: Number of direct care staff positions/ employees who were employed on the last day of the month, per month.

Included Populations: Not applicable

Excluded Populations: Not applicable

Data Elements:

- [Number of Direct Care Staff Positions](#)
- [Number of Positions](#)



Name:

[Number of Positions](#)

Collected For:

[ALC-05](#)

Definition:

Number of positions/ employees who were employed on the last day of the month per month, including all direct and non-direct.

Question:

What was the total number of positions/employees who were employed on the last day of this month?

Format:

Length: 3

Type: Numeric

Occurs: 1

Allowable Values:

0-199

Notes for Abstraction:

- Include both direct care staff positions and non-direct care staff positions.
- Count only those employees who were employed on the last day of this month.

Step 4:

Collect numerator:

ALC-05a: Collect data for the total number of staff employed at any time by the assisted living community, during this month?

Numerator Statement:

- ALC-05a: Total number of staff who left the assisted living community, during this month.
- ALC-05b: Total number of direct care staff who left the assisted living community, during this month.

Included Populations: Not applicable

Excluded Populations: Not applicable

Data Elements:

- [Number of Direct Care Staff Employed](#)
- [Number of Staff Employed](#)

Name:

[Number of Staff Employed](#)

Collected For:

[ALC-05](#)

Definition:

Number of staff employed at any time by the assisted living community.

Question:

What was the total number of staff employed at any time by the assisted living community, during this month?

Format:

Length: 3

Type: Numeric

Occurs: 1

Allowable Values:

0-199

Notes for Abstraction:

- Unless most staff in the category are contract staff, only report traditional employment; otherwise include both contract and traditional employment.
- Count all positions regardless of full-time or part-time status (submit only whole numbers).
- Count all employees who were employed at any time during this month.

Step 5:

Collect data for the ALC-05a measure denominator

- The initial population = the denominator
- Add the total number of positions/employees who were employed on the last day of this month to the denominator field

*	Initial Populations (Initial Populations = Denominators)	Initial Populations (Initial Populations = Denominators)	Measures	Measures
Counts	Number of Positions	Number of direct care staff positions	ALC-05 Staff Stability ALC-05aOverall	ALC-05 Staff Stability ALC-05b Direct Care Staff
1	x	x	x	x
2	x	x	x	x
3	x	x	x	x
4	x	x	x	x
5	x	x	x	x
6	x		x	
7	x		x	
8	x	x	x	x
9	x		x	
10			x	x
Total Population	9	6	*	*
Denominator	9	6	*	*
Numerator Data Element Count added to DDSP	*	*	10	7
Numerator	*	*	1	1
* These cells intentionally left blank.				

Step 5 (continued):

Collect data for the ALC-05a measure numerator

- Add the total number of staff employed at any time by the assisted living community, during this month and enter that number into the DDSP
- The DDSP will calculate the numerator value based on the count from the Numerator Data Element

*	Initial Populations (Initial Populations = Denominators)	Initial Populations (Initial Populations = Denominators)	Measures	Measures
Counts	Number of Positions	Number of direct care staff positions	ALC-05 Staff Stability ALC-05aOverall	ALC-05 Staff Stability ALC-05b Direct Care Staff
1	x	x	x	x
2	x	x	x	x
3	x	x	x	x
4	x	x	x	x
5	x	x	x	x
6	x		x	
7	x		x	
8	x	x	x	x
9	x		x	
10			x	x
Total Population	9	6	*	*
Denominator	9	6	*	*
Numerator Data Element Count added to DDSP	*	*	10	7
Numerator	*	*	1	1
* These cells intentionally left blank.				

Step 3:

Collect denominator:

ALC-05b: Gather a list of the total number of direct care staff positions/employees who were employed on the last day of this month

Denominator Statement:

- ALC-05a: Number of positions/ employees who were employed on the last day of the month per month, including all direct and non-direct.
- ALC-05b: Number of direct care staff positions/ employees who were employed on the last day of the month, per month.

Included Populations: Not applicable

Excluded Populations: Not applicable

Data Elements:

- Number of Direct Care Staff Positions
- Number of Positions

Name:

Number of Direct Care Staff Positions

Collected For:

ALC-05

Definition:

Number of direct care staff positions/ employees who were employed on the last day of the month, per month.

Question:

What was the total number of direct care staff positions/employees who were employed on the last day of this month?

Format:

Length: 3

Type: Numeric

Occurs: 1

Allowable Values:

0-199

Notes for Abstraction:

- Direct care staff positions include registered nurse (RN), licensed practical nurse (LPN), and aides that are both certified and not certified (e.g. CNA).
- Count only direct care staff who were employed on the last day of this month.
- Unless most staff in the category are contract staff, only report traditional employment; otherwise include both contract and traditional employment.
- Count all direct care staff regardless of full-time or part-time status (submit only whole numbers).

Step 4:

Collect numerator:

ALC-05b: Collect data for the total number of direct care staff employed at any time by the assisted living community, during this month

Numerator Statement:

- ALC-05a: Total number of staff who left the assisted living community, during this month.
- ALC-05b: Total number of direct care staff who left the assisted living community, during this month.

Included Populations: Not applicable

Excluded Populations: Not applicable

Data Elements:

- Number of Direct Care Staff Employed
- Number of Staff Employed



Name:

Number of Direct Care Staff Employed

Collected For:

ALC-05

Definition:

Number of direct care staff employed at any time by the assisted living community.

Question:

What was the total number of direct care staff employed at any time by the assisted living community, during this month?

Format:

Length: 3

Type: Alphanumeric

Occurs: 1

Allowable Values:

0-199

Notes for Abstraction:

- Direct care staff positions include registered nurse (RN), licensed practical nurse (LPN), and aides that are both certified and not certified (e.g. CNA).
- Unless most staff in the category are contract staff, only report traditional employment; otherwise include both contract and traditional employment.
- Count all direct care staff regardless of full-time or part-time status (submit only whole numbers).
- Count all direct care staff who were employed at any time during this month.

Step 5:

Collect data for the ALC-05b measure denominator

- The initial population = the denominator
- Add the total number of direct care staff positions/employees who were employed on the last day of this month to the denominator field

*	Initial Populations (Initial Populations = Denominators)	Initial Populations (Initial Populations = Denominators)	Measures	Measures
Counts	Number of Positions	Number of direct care staff positions	ALC-05 Staff Stability ALC-05aOverall	ALC-05 Staff Stability ALC-05b Direct Care Staff
1	x	x	x	x
2	x	x	x	x
3	x	x	x	x
4	x	x	x	x
5	x	x	x	x
6	x		x	
7	x		x	
8	x	x	x	x
9	x		x	
10			x	x
Total Population	9	6	*	*
Denominator	9	6	*	*
Numerator Data Element Count added to DDSP	*	*	10	7
Numerator	*	*	1	1
* These cells intentionally left blank.				

Step 5 (continued):

Collect data for the ALC-05b measure numerator

- Add the total number of direct care staff employed at any time by the assisted living community, during this month and enter that number into the DDSP
- The DDSP will calculate the numerator value based on the count from the Numerator Data Element

	Initial Populations (Initial Populations = Denominators)	Initial Populations (Initial Populations = Denominators)	Measures	Measures
*				
Counts	Number of Positions	Number of direct care staff positions	ALC-05 Staff Stability ALC-05aOverall	ALC-05 Staff Stability ALC-05b Direct Care Staff
1	x	x	x	x
2	x	x	x	x
3	x	x	x	x
4	x	x	x	x
5	x	x	x	x
6	x		x	
7	x		x	
8	x	x	x	x
9	x		x	
10			x	x
Total Population	9	6	*	*
Denominator	9	6	*	*
Numerator Data Element Count added to DDSP	*	*	10	7
Numerator	*	*	1	1
* These cells intentionally left blank.				

Step 5 (continued):

Login to DDSP from [The Joint Commission website](#):

The screenshot shows the top navigation bar of The Joint Commission website. The logo is on the left, followed by a dropdown menu labeled 'Our Websites'. A search bar with the placeholder text 'Search this site.' and a magnifying glass icon is next to it. The 'Login' button is highlighted with a red rectangle. Below the navigation bar is a dark blue horizontal menu with white text and dropdown arrows for 'Who We Are', 'What We Offer', 'Our Priorities', 'Standards', 'Measurement', and 'Resources'. The main content area has a large 'Login' heading. Below it is a subheading: 'Select the login link below for the resource you desire to access.' There are three columns of login options. The first column is for 'Joint Commission Connect®', with a description and two buttons: 'Joint Commission Connect' and 'Request guest access'. The second column is for 'JCR® Store', with a description, two buttons: 'Store' and 'Create an account', and a link 'Contact the store'. The third column is for 'Joint Commission Direct Data Submission Platform (DDSP)', with a description and a button 'Direct Data Submission Platform' which is highlighted with a red rectangle.

The Joint Commission

Our Websites ▾

Search this site. 🔍

Login

Who We Are ▾ What We Offer ▾ Our Priorities ▾ Standards ▾ Measurement ▾ Resources ▾

Login

Select the login link below for the resource you desire to access.

Joint Commission Connect®

Accredited organizations have access to a dedicated extranet site on JC Connect.

Joint Commission Connect

Request guest access

JCR® Store

Browse products and services offered to help you with your accreditation journey.

Store Create an account

[Contact the store](#)

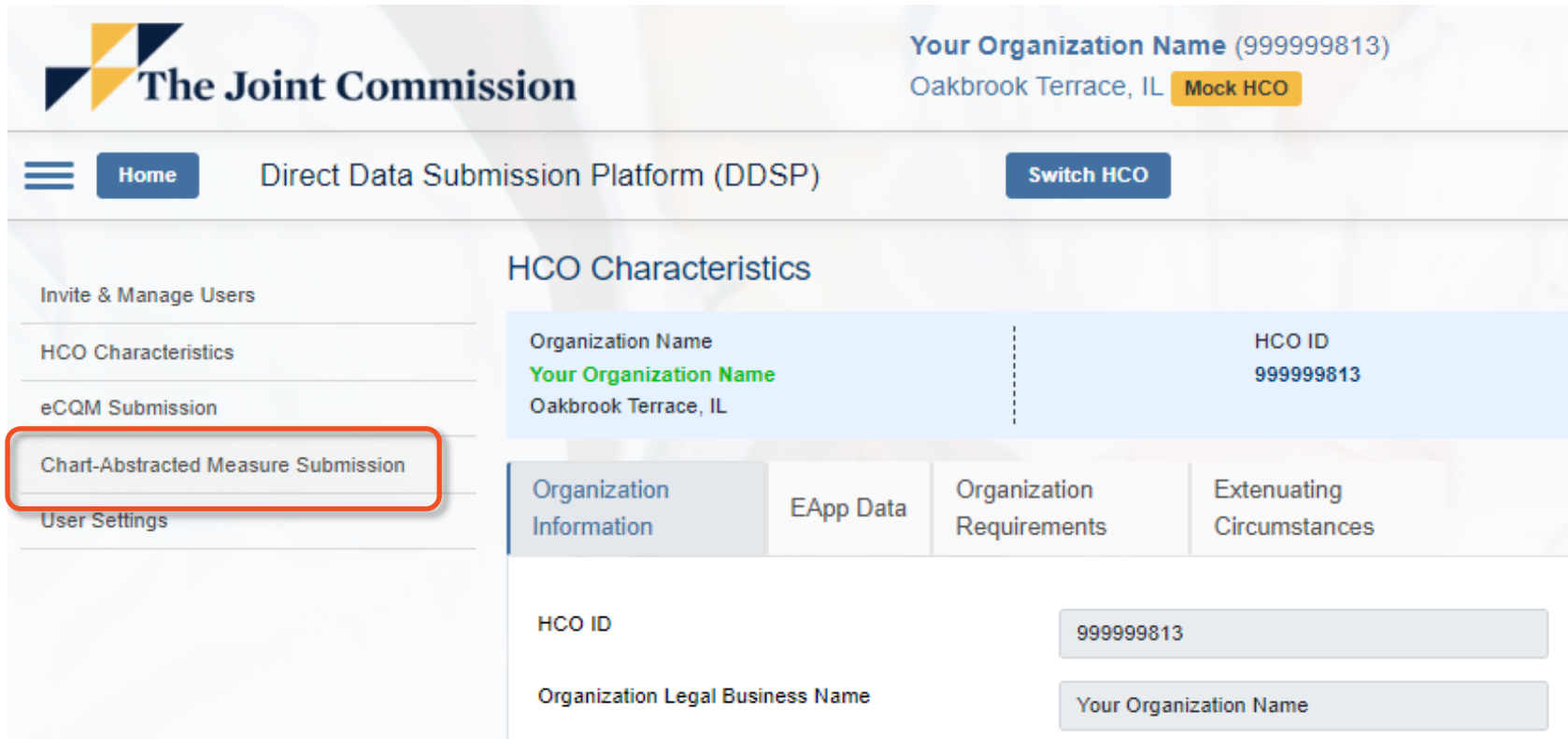
Joint Commission Direct Data Submission Platform (DDSP)

Dedicated data submission platform for accredited organizations with ORYX Performance Measurement requirements.

Direct Data Submission Platform

Step 5 (continued):

From home page select:
Chart-Abstracted Measure Submission



The screenshot shows the home page of the Direct Data Submission Platform (DDSP). The header includes the The Joint Commission logo, the organization name 'Your Organization Name (999999813)', and the location 'Oakbrook Terrace, IL' with a 'Mock HCO' button. The navigation bar features a 'Home' button and a 'Switch HCO' button. The left sidebar contains a menu with the following items: 'Invite & Manage Users', 'HCO Characteristics', 'eCQM Submission', 'Chart-Abstracted Measure Submission' (highlighted with a red box), and 'User Settings'. The main content area is titled 'HCO Characteristics' and displays the organization name 'Your Organization Name' and HCO ID '999999813'. Below this, there are four tabs: 'Organization Information' (selected), 'EApp Data', 'Organization Requirements', and 'Extenuating Circumstances'. The 'Organization Information' tab shows the HCO ID '999999813' and the Organization Legal Business Name 'Your Organization Name'.

Step 5 (continued):

In the Measure List page: select the 'Open' button for the measure to open the measure form

The screenshot shows the 'Chart-Abstracted Measure Submission' page. At the top, the header includes 'The Joint Commission' logo, 'Your Organization Name (999999813) Oakbrook Terrace, IL Mock HCO', and a welcome message 'Welcome HCO Oryx' with the last login time 'Last Log In 02/20/2023 11:28 AM'. Below the header is a navigation bar with 'Home', 'Direct Data Submission Platform (DDSP)', 'Switch HCO', 'Need Help?', and 'Logout' buttons. The main content area is titled 'Chart-Abstracted Measure Submission' and includes a paragraph explaining the submission requirements. A 'Measure Year' dropdown menu is set to '2022'. Below this is a table with columns for 'Measure ID', 'Name', and four quarters (Q1 2022, Q2 2022, Q3 2022, Q4 2022), each with a 'Closes 06-14-2023' date. The table lists five measures: ALC-01 (Off-Label Antipsychotic Drug Use), ALC-02 (Resident Falls), ALC-03 (Resident Preferences and Goals of Care), ALC-04 (Advanced Care Plan/ Surrogate Decision Maker), and ALC-05 (Staff Stability). Each measure has an 'Open' button in the final column. The 'Open' button for ALC-05 is highlighted with a red rectangle.

Measure ID	Name	Q1 2022 <small>Closes 06-14-2023</small>	Q2 2022 <small>Closes 06-14-2023</small>	Q3 2022 <small>Closes 06-14-2023</small>	Q4 2022 <small>Closes 06-14-2023</small>	
ALC-01	Off-Label Antipsychotic Drug Use <i>(Required)</i>	Not Started	Not Started	Not Started	Not Started	Open
ALC-02	Resident Falls <i>(Required)</i>	Not Started	Not Started	Not Started	Not Started	Open
ALC-03	Resident Preferences and Goals of Care <i>(Required)</i>	Not Started	Not Started	Not Started	Not Started	Open
ALC-04	Advanced Care Plan/ Surrogate Decision Maker <i>(Required)</i>	Not Started	Not Started	Not Started	Not Started	Open
ALC-05	Staff Stability <i>(Required)</i>	Not Started	Not Started	Not Started	Not Started	Open

Step 5 (continued):

ALC-05 form opens

- 1. Measure Name & Details
- 2. Quarter Tab
- 3. Month of quarter
- 4. Select “Edit”
- 5. Enable

The screenshot shows the ALC-05 form interface. At the top, a header bar contains the measure name 'ALC-05 Staff Stability' (callout 1), details, and stratifications. Below this, a navigation bar shows the 'First Quarter 2022' tab selected (callout 2). The main content area is divided into sections for 'Overall - (ALC-05a)' and 'Direct Care Staff (ALC-05b)'. Each section has input fields for 'Number of Staff Employed', 'Denominator', 'Zero Denominator Case Attestation', 'Numerator', and 'Observed Rate'. The 'Observed Rate' field has a toggle switch to 'Enable to submit data' (callout 3). The 'Edit' button is located in the top right corner (callout 4). The 'Submit to Calculate' buttons are located below the 'Numerator' and 'Observed Rate' fields (callout 5).

Step 5 (continued):

Enter Collected Data, then Submit

6. Denominator

7. Numerator **6**

8. Submit **7**

Last modification:

First Quarter 2022
Closes 06-14-2023

Second Quarter 2022
Closes 06-14-2023

Third Quarter 2022
Closes 06-14-2023

Fourth Quarter 2022
Closes 06-14-2023

Enable to submit data **8** **Submit**

Overall - (ALC-05a)

	Jan	Feb	Mar
Number of Staff Employed	10	35	40
Denominator	9	30	36
Zero Denominator Case Attestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numerator	1	5	4
Observed Rate	11.111	16.667	11.111

Direct Care Staff (ALC-05b)

Number of Direct Care Staff Employed	7	20	30
Denominator	6	18	27
Zero Denominator Case Attestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numerator	1	2	3
Observed Rate	16.667	11.111	11.111

6

7

8

Submit

CAM: Submission Status

–Home Page CAM Submission status:

1. The status of the active ALC is displayed under “status”
2. The Status for all ALCs the user has access to is displayed when clicking “Open” from the table below
3. The CAM Submission report for each ALC can be downloaded

The screenshot displays the 'Direct Data Submission Platform' (DDSP) interface. At the top, it shows 'Your Organization Name (999999813)' and 'Oakbrook Terrace, IL' with a 'Mock HCO' button. The navigation bar includes 'Home', 'Direct Data Submission Platform (DDSP)', and a 'Switch HCO' button. A 'Submission Period' dropdown is set to '2022'. The main content area is divided into three sections: 'Your Organization Name (999999813)' with a status summary, 'Important Updates', and 'Outstanding Tasks'. The 'Your Organization Name' section shows 'Chart Abstracted Status: 1Q2022 In Progress' and 'eCQM Status: eCQM Module Disabled'. The 'Chart-Abstracted Measure Submission Status' section shows a table with submission status for '1Q 2022 - Submission Deadline 6-14-2023 11:59 PM'. The table has five rows: 'Chart-Abstracted Module Disabled' (0), 'Chart-Abstracted ECR on file' (0), 'Not Started' (1), 'In Progress' (2), and 'Complete' (0). Each row has an 'Open' button. An orange arrow points from the 'Open' button in the 'Complete' row to the 'Open' button in the 'Not Started' row. Three orange callout boxes with numbers 1, 2, and 3 are present: 1 points to the 'Your Organization Name' section, 2 points to the 'Complete' row, and 3 points to the 'Open' button in the 'Complete' row.

Chart-Abstracted Measure Submission Status	
1Q 2022 - Submission Deadline 6-14-2023 11:59 PM	
0 Chart-Abstracted Module Disabled	Open
0 Chart-Abstracted ECR on file	Open
1 Not Started	Open
2 In Progress	Open
0 Complete	Open

Website Navigation for ALC-05 Measure

Transcript - ALC-5 Video Short – Assisted Living Community Staff Stability

March 2023

Hello and welcome to the Video Short for Assisted Living Community ALC-5 Staff Stability.

Let's start with some basics. There are five steps for abstracting and submitting your measured data to The Joint Commission.

First, determine which quarter of data you will be submitting. Next, open the Specification Manual associated with the dates you will be abstracting. Then you will collect data for the measures in the denominator and then the numerator populations as defined in the Specification Manual. And finally, you will enter your data into the DDSP platform.

Let's take a closer look at each step.

The first step for data abstraction is to determine which quarter of data you are abstracting for. Data for all four quarters, 12 months, during a reporting year must be collected for the ALC chart abstracted measures.

Let's say that you are going to submit data on Quarter 1 2022. You would need to abstract the measures for each month in the quarter: January, February and March.

For Step 2, refer to the associated Specification Manual. You will need to find the links to the chart abstracted manuals on the Joint Commission website. The ALC manual is found by going to the Manual home page and then the Assisted Living Community page.

This page has all the ALC information: ORYX Requirements, Key Communications, Resources, Specifications and Webinars. On this page, you will click on the plus sign (+) next to the Specification Manuals. This will open the section and you can click on the Joint Commission Specification Manuals.

Now you are on the Chart Abstracted Measures Specification Manual Home page. Select the Assisted Living Community Manual in the middle. At the bottom of this page is a link to an ALC abstraction template. This template is optional but can assist an abstractor in tracking numerator and denominator counts. There will also be a link to the Data Entry Guide for Chart Abstracted Measures, which is a reference for submitting your data.

Choose the specification manual for the applicable quarter of data you are submitting. Click View Web Version and the specifications for each of the five ALC measures will be available along with additional information for your abstraction needs.

Here is a view of the Table of Contents in the Specification Manual. Since we are abstracting for the ALC-5 measure, you would select ALC-5 to view the specifications. ALC-5 is made up of two sub-measures. ALC-5a measures the stability of all staff and ALC-5b measures the stability of direct care staff only.

We will review abstracting the data for ALC-5a first, then ALC-5b, Step 3 for ALC-5a would be to use the measure specifications to collect the denominator. Using the denominator data element, Number of positions, in the specification manual for ALC-5a, you would need to collect the total number of positions or employees who were employed on the last day of the month per month, including all direct and non-direct care staff members.

Step 4 in the abstraction process is to collect data for ALC-5a in the numerator population using the measure information in the specification manual. You will see the data element for the numerator is: Number of staff employed. When you open the data element link, you are to answer the question: What was the total number of staff employed at any time by the assisted living community during this month?

Step 5 is to enter the data into the DDSP. Here is a screenshot of the template which can be downloaded from the ALC Manual home page. You would count the total number of positions or employees who were employed on the last day of this month and enter this number as the total population number and the denominator for ALC-5a. This is the same value from data element, Number of Positions.

As you can see, there were 9 positions as of the last day of the month, so you would enter 9 into the denominator field. Using the abstraction template, you would count the total number of staff employed at any time by the assisted living community during this month and enter that number into the numerator data element field. This is the value from data element, Number of staff employed. The DDSP will automatically calculate the numerator for this measure, which is the number of staff employed minus the total number of positions.

So for this example, there were ten staff members employed during the month. You would enter 10 into the numerator data element field and the DDSP would calculate 10 minus 9, resulting in 1 as the numerator for ALC-5a.

Going back to Step 3 for ALC-5b would be to use the measure specifications to collect the denominator. Since this sub-measure is specific to direct care staff, would use the denominator data element, Number of direct care staff positions, in the specification manual for ALC-5b. Collect the total number of direct care staff positions or employees who are employed on the last day of the month, per month.

Step 4 in the abstraction process for ALC-5b is to collect data in the numerator population. Using the measure information in the specification manual you will see the data element for the numerator is number of direct care staff employed. When you open the data element link, you are to answer the question: What was the total number of direct care staff employed at any time by the assisted living community during this month?

Step 5 for ALC-5b is to enter the data into the DDSP. Again, here is a screenshot of the template, which can be downloaded from the Manual home page. You would count the total number of direct care staff positions or employees who were employed on the last day of this month and enter this number as the total population number and the denominator for ALC-5b.

As you can see, there are 6 direct care staff positions employed as of the last day of the month. So you would enter 6 into the denominator field. This is the value for data element, Number of direct care staff positions. Using the abstraction template, you would count the total number of direct care staff employed at any time during the month and enter that number into the numerator data element field. This is the value from data element, Number of direct care staff employed. The DDSP will automatically calculate the numerator for this measure, which is Number of direct care staff employed minus the Total number of direct care staff positions.

For this example, there are 7 staff members employed at any time during the month. You would enter 7 into the numerator data element field. The DDSP would calculate 7 minus 6, resulting in a numerator of 1.

Next log into the system via the Login page on the Joint Commission website. From the home page select Chart Abstracted Measure Submission. Find the measure you are submitting data on. For our example, click on ALC-5 and then click on Open on the right hand side of the screen.

On the submission form, you will see the header with the measure name and details. You can select the tab for the quarter you are submitting data for. On the quarterly submission tab, you can see the months in the quarter. Click Edit to allow for data entry. When the form is in Edit mode, a Submit button replaces the Clear button. However, after you submit the data, the Clear button becomes enabled so that you can clear data to reenter if needed.

Before entering the data in the denominator and numerator fields, you need to use the Toggle button under the month for which you are submitting data to activate the fields. The Enable Toggle button allows for data entry for each month, and in case there are errors in other months, you can still enter and submit data one month at a time.

As you can see, for the month of January and Quarter 1 2022, the denominator for ALC-5a was 9 and the numerator was 1. The denominator for ALC-5b was 6 and the numerator was 1. The DDSP automatically calculates the observed rates shown in blue. Then click Submit.

On the Home page, you'll see the status of the organization's measure submission. If multiple organizations are under one system and the data is submitted by a single user, the user can click Open and see the status of measures for each individual organization.

Finally, a Submission Report can be downloaded by clicking on the link Download Submission Report.

Now we will show you the Measure Specification Manual as it relates to abstracting ALC-5.

On the Measure Home page, click on the Assisted Living Community Manual. As you can see, the Measure Abstraction template is available on this page. Select the manual associated with the dates being abstracted. Click on View Web Version. From the Table of Contents page, you can see the ALC measures, additional sections for information on using the manual, and Release Notes for using the updated manuals.

Click on ALC-5. Here you can see the Measure Information Form. For measure abstraction, you want to see the denominator and numerator sections. As you can see here, there are the denominator statements for ALC-5a and ALC-5b.

The denominator for ALC-5a is Number of positions or employees who are employed on the last day of the month, per month, including all direct and non-direct care staff positions.

The data element to provide guidance on abstraction for ALC-5a is Number of positions. Click on this data element. The Data Element page lists the name, which measures it's collected for, the definition, and question for abstraction. It also provides the allowable values you would need to answer the question. For the data element, Number of positions, the allowable value would be a number between 0 and 199, or UTD- unable to determine.

Back on the Measure Information Form, you will now look to the numerator for ALC-5a, which is the Total number of staff who left the assisted living community this month. The data element for the numerator is Number of staff employed. Click on the data element and you will see that you are to answer the question: What is the total number of staff employed at any time by the assisted living community during this month? For the data element Number of staff employed, the allowable value would be a number between 0 to 199, or UTD - unable to determine.

Going back to the Measure Information Form, the denominator for ALC-5b is the Number of direct care staff or positions who are employed on the last day of the month per month. The data element to provide guidance for ALC-5b is Number of direct care staff positions. Click on this data element. The Data Element page lists the name, which measures it's collected for, the definition, and question for abstraction. It also provides the allowable values needed to answer the question. For the data element, Number of direct care staff positions, the allowable value would be a number between 0 to 199 or UTD- unable to determine.

Back on the Measure Information Form, you will now look to the numerator statement for ALC-5b, which is the Total number of direct care staff who left the assisted living community this month. The data element for the numerator is Number of direct care staff employed. Click on this data element and you will see that you are to answer the question: What was the total number of direct care staff employed at any time by the assisted living community during this month? For the data element, Number of direct care staff employed, the allowable value would be a number between 0 and 199 or UTD- unable to determine.

Now that you have the denominator and numerator counts, you can enter the data in the template if you opted to use this tool and also into the DDSP.

For more information on the DDSP platform, see the ALC Onboarding Webinar video or the Video Shorts links are located on the ALC Confluence Page, which is available on the ALC web page under Resources and FAQs.