

ACoS Follow-Up Report

To run the ACoS Follow-up Report from the 'Main Menu' choose the 'Reports' Menu then the 'ACoS Survey' option.

The default is set for the entire master file but you can also use a subset by choosing that radio button and browsing for the subset name.

If you are calculating your current follow-up rate enter the current month and year into the Survey Date fields. The Follow-up Cutoff Date will default to 15 month prior to the survey date. The Year for Counts will be the same year as the cutoff date. You can also enter you reference year to print on the report if you are sending the report the ACoS. If you have cases before your reference year and would like to exclude them, you should check the box 'Exclude cases before a prior year' and fill in the year. You also have the option to include 'Suspense Cases' by checking the box.

The site breakout table is defaulted to the 5 top sites nationally. You can change these options, using the drop-down menus, to match the top 5 sites for your facility.

The program will create two subsets for your use: lostfu patients due for follow-up but not seen for more than 15 months, and lostfu5, patients first seen in your facility within the last 5 years who have not been seen for more than 15 months.

You will also see a print box for your report.

