RUG Weighted Patient Day (RWPD) Reports Quick Reference Guide
How to access RWPD reports

RWPD reports are available in the CCRS eReports tool.

Step 1: Go to cihi.ca.

Step 2: Log in (at the top of the page).

Step 3: Read and accept the terms and conditions of use.

Step 4: Select eReporting and YHS Insight.

   Note: If you do not have access to CCRS eReports, follow the instructions on the Applications page to request access.

Step 5: Click Continuing Care Reporting System (CCRS) to access CCRS eReports.
Location of RWPD reports in CCRS eReports

Click **RWPD Reports** in the bottom-left corner of the CCRS eReports home page.

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**CCRS Reports Overview**

The Continuing Care Reporting System (CCRS) was created to be a resource for standardized information on residents of long-term care facilities in Canada, which can be used for planning, policy, quality improvement and accountability purposes. The CCRS eReports provide authorized users with secure and timely access to key clinical administrative information from the CCRS. The reports are available to organizations submitting data to CCRS, their health authorities and ministries of health, and are updated on a quarterly basis.
## Types of RWPD reports

3 types of RWPD reports are available in CCRS eReports:

<table>
<thead>
<tr>
<th>Type of RWPD report</th>
<th>Information provided</th>
<th>Who can access these reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Both a summary of facility RWPD information and detailed resident-specific RWPD information for a particular facility.</td>
<td>Only individuals who have permission to access a particular facility’s RWPD report will be able to access this report for that facility in CCRS eReports.</td>
</tr>
<tr>
<td>Comparative</td>
<td>A summary of facility RWPD information for all facilities within a particular jurisdiction.</td>
<td>All individuals who have access to a particular jurisdiction’s RWPD reports will be able to access Comparative RWPD Reports for those jurisdictions in CCRS eReports.</td>
</tr>
<tr>
<td>Trending</td>
<td>A summary of facility RWPD information for the past several fiscal years for a particular facility.</td>
<td>As with Comparative RWPD Reports, all individuals who have access to a particular jurisdiction’s RWPD reports will be able to access Trending RWPD Reports for all facilities within those jurisdictions in CCRS eReports.</td>
</tr>
</tbody>
</table>
Creating a Facility RWPD Report

**Step 1:** Click **Facility RWPD Report** in the RWPD Report folder.

**Step 2:** Select the fiscal year for your Facility RWPD Report results and click the fiscal year to highlight it.

**Step 3:** Click the **Add** arrow to move the fiscal year into the Selected box (to the right).

**Step 4:** Select the facility for your Facility RWPD Report results and click the facility to highlight it.

**Step 5:** Click the **Add** arrow to move the facility into the Selected box (to the right).
Step 6: Click Run Document at the bottom of the screen to create your report.

The Facility RWPD Reports are divided into 2 sections:

- The facility summary section provides a high-level overview of key facility information.
- The resident details section provides event-level details for each resident.

Facility summary
Notes

- If no RUG is assigned to the event (e.g., all discharge events), -7 will appear in the RUG column in the resident details section.

- There may be several pages in the report, so be sure to access additional pages by looking in the lower left-hand corner of the report once you have scrolled down to the bottom of the report.

- Metrics are updated every fiscal quarter with any new data submitted to CCRS, including data for historical fiscal years. CIHI advises RWPD reports users to save RWPD reports in their organization’s secure network folders each fiscal quarter.
Filtering Facility RWPD Reports

In the Facility RWPD Report, the drop-down menus in the page-by axis can also be used to change the following attributes:

**Facility:** You have the option to select a specific facility within the jurisdiction. By default, the first facility in the alphabetized list of facilities will be displayed.

**CMI Fiscal Year:** You can modify the CMI values that are assigned to the RUG groups for the assessments in the facility displayed in your report. This option defaults to the earliest CMI fiscal year associated with the fiscal year you originally selected. You can select a later year so that the CMI assignment will use the CMI values associated with that year.

For example, if the current reporting quarter is Q1 of 2014–2015 and you selected year 2014–2015, by default the report will use the CMI values associated with 2013–2014. However, you can change this by changing the CMI Fiscal Year value to 2014; then the report will display results using the CMI values associated with 2014–2015.
RUG Methodology: You cannot modify this option as it is associated with the facility that is displayed. This defaults to the RUG-III (44-group) IM option, which means groups are assigned using the RUG-III (44-group) index-maximizing approach. For the Ontario residential care sector, this option defaults to the RUG-III (34-group) IM option, which means groups are assigned using the RUG-III (34-group) index-maximizing approach.

Health Record Number: You can select a specific resident’s health record number to display in the Facility RWPD Report. By default, this option displays all records in the report unless you make a selection.

URI: You can select a specific resident’s Unique Registration Identifier (URI) to display in the Facility RWPD Report. By default, this option displays all records in the report unless you make a selection.

Date of Entry: This selection is not functional at this point and will always have the value “All.”
Creating a Comparative RWPD Report

Step 1: Click **Comparative RWPD Report** in the RWPD Report folder.

Step 2: Choose the fiscal year for your Comparative RWPD Report results and click the fiscal year to highlight it.

Step 3: Click the **Add** arrow to move the fiscal year into the Selected box (to the right).
Step 4: Click **Run Document** at the bottom of the screen to create your report.

![Image](image_url)

**Note:** These metrics are updated each fiscal quarter with any new data submitted to CCRS, including data for historical years. CIHI advises RWPD reports users to save RWPD reports in their organization’s secure network folders each quarter.
Filtering Comparative RWPD Reports

In the Comparative RWPD Report, the drop-down menus in the page-by axis can also be used to change the following attributes:

**CMI Fiscal Year:** You can modify the CMI values that are assigned to the RUG groups for the assessments in the facility displayed in your report. This option defaults to the earliest CMI fiscal year associated with the year you originally selected. You can instead select a later year so that the CMI assignment will use the CMI values associated with that year.

For example, if the current reporting quarter is Q1 of 2014–2015 and you selected year 2014–2015, by default the report will use the CMI values associated with 2013–2014. However, you can change this by changing the CMI Fiscal Year value to 2014; then the report will display results using the CMI values associated with 2014–2015.

**Region:** You can modify the report to display results for a particular region in a given jurisdiction. This value defaults to Total, meaning all regions within a jurisdiction are displayed when the report is first run.
Sector: You can display the results for the Hospital-based, Residential or Total sectors for Ontario if you have access to this jurisdiction for Comparative RWPD Reports. You may also select Total to display both sectors simultaneously.

RUG Methodology: This gives you the option to display results for either the Hospital-based or Residential sectors for Ontario if you have access to this jurisdiction for Comparative RWPD Reports. You can display results for the Hospital-based sector in Ontario by selecting the RUG-III (44-Group) IM option, which means groups are assigned using the RUG-III (44-group) index-maximizing approach. To display results for the Ontario residential care sector, you can select the RUG-III (34-Group) IM option, which means groups are assigned using the RUG-III (34-group) index-maximizing approach.

Be aware that if you select Total in the Sector attribute, either the RUG-III (44-Group) IM option or the RUG-III (34-Group) IM option will be displayed.
Creating a Trending RWPD Report

**Step 1:** Click **Trending RWPD Report** in the RWPD Report folder.

**Step 2:** Locate the organization to be displayed in your Trending RWPD Report results and click the organization to highlight it.

**Step 3:** Click the **Add** arrow to move the organization into the Selected box (to the right).
Step 4: Click **Run Document** at the bottom of the screen to create your report.

The Trending RWPD Report displays RWPD results for a facility by fiscal year for up to 5 fiscal years. Trending RWPD Reports are divided into 3 sections:

- Section A displays the facility results using the Case Mix Index (CMI) values for the Current Fiscal Year.
- Section B displays the facility results using the CMI values for the Last Fiscal Year.
- Section C displays the facility results using the CMI values for the RWPD Event Year, meaning from the respective fiscal years for each year displayed.

Note: These metrics are updated each fiscal quarter with any new data submitted to CCRS, including data for historical fiscal years. CIHI advises RWPD reports users to save RWPD reports in their organization's secure network folders each quarter.
Filtering Trending RWPD Reports

In the Trending RWPD Report, the drop-down menus in the page-by axis can also be used to change the following attributes:

**Facility**: Choose a specific facility within the jurisdiction that you have accessed. By default, the first facility in the alphabetized list of facilities for that jurisdiction will be displayed.

**CMI**: Display specific sections of the Trending RWPD Report. By selecting Current Fiscal Year, you will see only section A, which displays the facility results using the CMI values for the current fiscal year relative to the year originally selected before the report was run. By selecting Last Fiscal Year, you will see only section B, which displays the facility results using the CMI values for the last year relative to the year originally selected before the report was run. By selecting RWPD Event Year, you will see only section C, which displays the facility results using the CMI values for the respective years for each year displayed. By default, all 3 sections will be displayed with the option (All) selected.
Exporting RWPD reports in CCRS eReports

To save the reports as a PDF, click **Export** under the Home menu and select **PDF**.

Note: Only the information currently in the report will be exported.
Additional resources and education

Additional resources are available at [www.cihi.ca/casemix](http://www.cihi.ca/casemix) and within the support section of CCRS eReports. You can also visit CIHI’s Learning Centre at [learning.cihi.ca](http://learning.cihi.ca).