

# Entering HDS© Assessment Scoring Audit Data into the Program Audit Portal

This job aid assists in entering assessment scoring data from the HDS Assessment Scoring Audit Tool©. For questions or assistance, contact [reports@hdnursing.com](mailto:reports@hdnursing.com).

## Go to the Program Audit Portal Website

Step 1

Go to: <https://www.hdnursing.com/hd-falls-program-audits>

Under "Portal Access" select "CLICK HERE to enter audits."

### PORTAL ACCESS

- [CLICK HERE](#) to enter audits

## Enter General Hospital Data

Step 2

Select the hospital system, hospital name, and unit name.

### Web Form Multiple Audit

Hospital System	Hospital Name	Unit Name	Data Type
A Demo	Demo	Unit 1	Acute
Audit Date	Audit Type		
2023-12-12	HDS Assessment Scoring Audits		

## Enter Audit Date and Type

Step 3

Enter the data type by selecting either Acute or Maternal. Enter the date the audit was conducted and the audit type. Select "HDS Assessment Scoring Audits" for audit type.

### Web Form Multiple Audit

Hospital System	Hospital Name	Unit Name	Data Type
A Demo	Demo	Unit 1	Acute
Audit Date	Audit Type		
2023-12-12	HDS Assessment Scoring Audits		

# Step 4

## Enter Audit Data

Enter the numbers of Yes responses for each item on the left and the numbers of No responses for each item on the right. Note example entries.

	# Correct		# Incorrect
<b>Scoring Audit</b>			
Mobility - Correct Count	<input type="text" value="7"/>	Mobility - Incorrect Count	<input type="text" value="3"/>
Medications - Correct Count	<input type="text" value="9"/>	Medications - Incorrect Count	<input type="text" value="1"/>
Mental Status/LOC/Awareness - Correct Count	<input type="text"/>	Mental Status/LOC/Awareness - Incorrect Count	<input type="text"/>
Toileting - Correct Count	<input type="text"/>	Toileting - Incorrect Count	<input type="text"/>
Volume/Electrolyte Status - Correct Count	<input type="text"/>	Volume/Electrolyte Status - Incorrect Count	<input type="text"/>
Communication Sensory - Correct Count	<input type="text"/>	Communication Sensory - Incorrect Count	<input type="text"/>
Behavioral - Correct Count	<input type="text"/>	Behavioral - Incorrect Count	<input type="text"/>

# Step 5

## Submit Data

To submit the audit data, click SAVE. To cancel, click CANCEL.