Using the Time to Treatment Tracking Tool (T5) for Rapid Treatment Access (RTA) for Alcohol Use Disorder (AUD)

July - December 2022

Rapid Treatment Access (RTA) for Alcohol Use Disorder (AUD) Project: Goals

- 3 days or less from first point of contact with a treatment provider to when an individual receives their first treatment service

- Addressing real or perceived barriers and optimizing access points

- Ensuring no gap in level of care or provider to provider transfers

Tabs in the workbook

Data Entry

- Enter information into the worksheet according to instructions
- Calculates time to treatment from first contact
- If longer than goal (3 days or less), select reason(s)
- Use the same worksheet Jul-Dec

Dashboard

- Summarizes the information on the data entry tab
- Visually represents measures to support continuous improvement
- Helps identify data entry errors/oversights
- Because you use the same data entry form you can see change from month to month

Definitions

Workbook – the whole excel file

Table – area where all the information is stored. There should be no blank rows in the table

Column – also known as a "Field". Contains all the same information about different visits

Row – also known as a "Record". Contains all the information about a single visit

Cell – intersection of a row and a column where a piece of information is stored

Worksheet or Tab

When you open the T5 you'll likely get some questions

First, you'll see this security warning – ==Enable Content==. This is because there is a macro to update the dashboard

If the below security warning pops up, select ==yes==
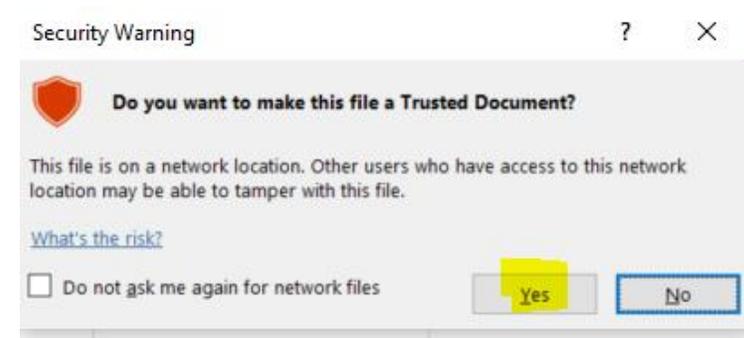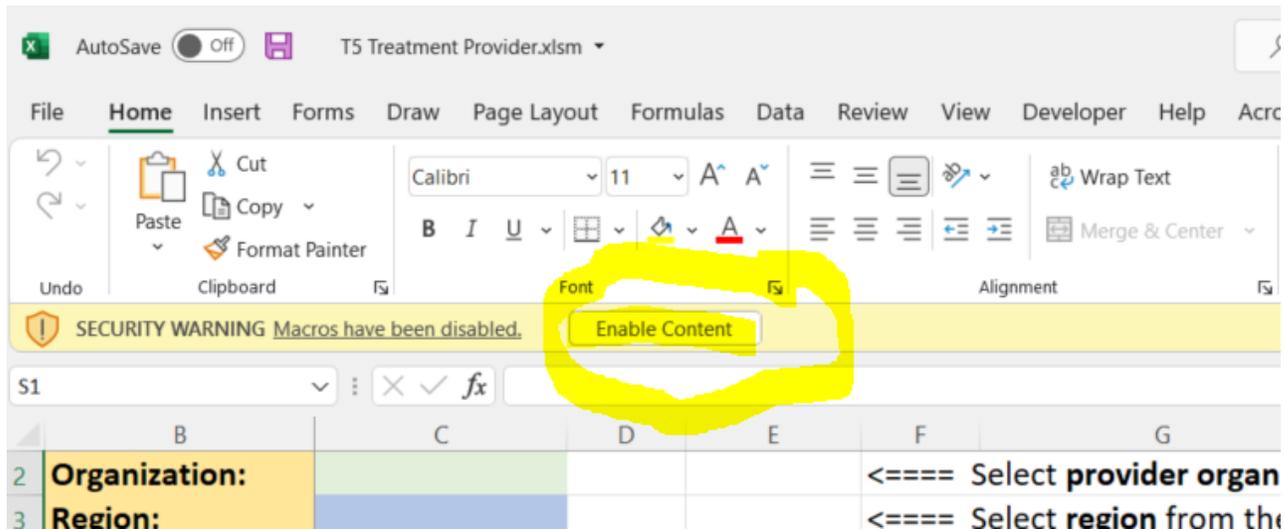
Data Entry Tab

- Hospitals – You will need to choose your Hospital and Region in the top left corner by choosing from the dropdown
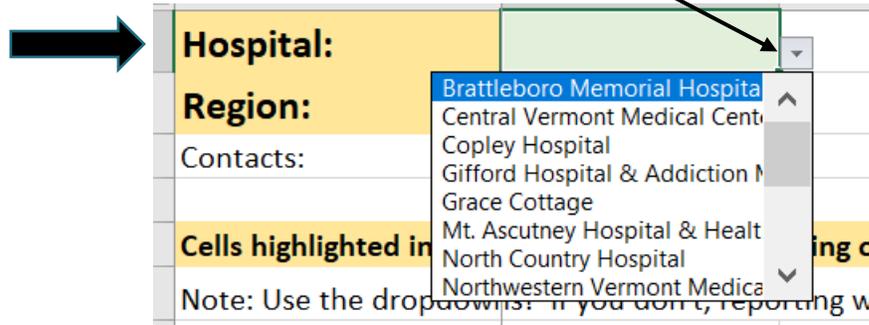
- Providers – You will need to choose your Organization and Region in the top left corner by choosing from the dropdown
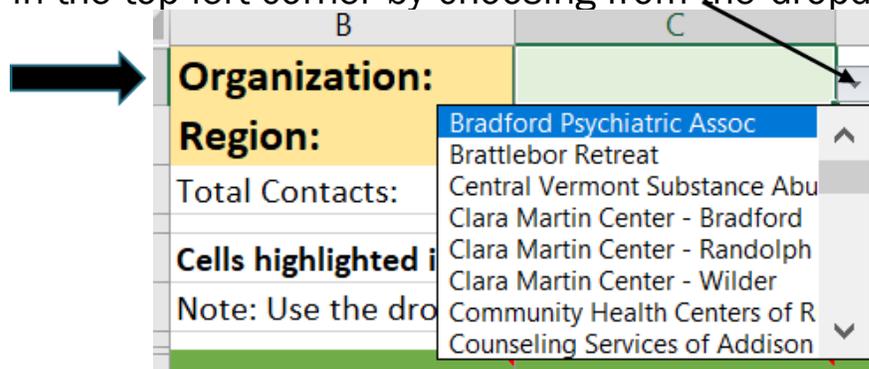
- Instructions for each field can be found by hovering over the field header.
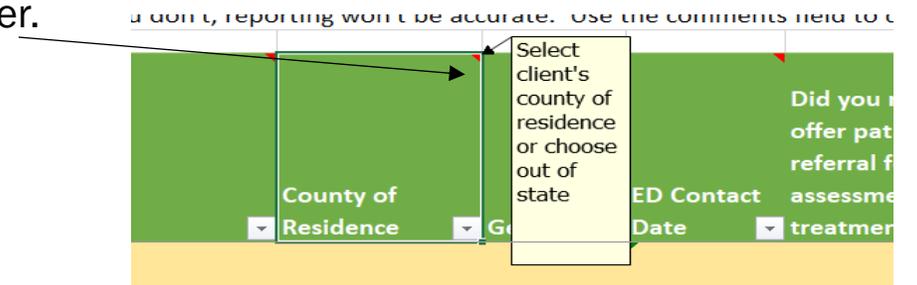
- All data must be entered into the Data Entry worksheet. Rows will be mustard in color until data is entered.
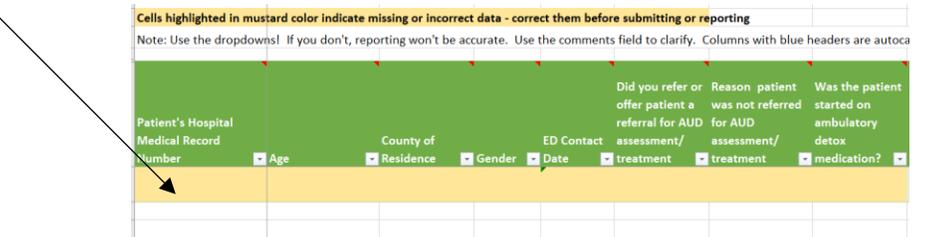
- Once the mustard color row has data, the line below will turn mustard in color.
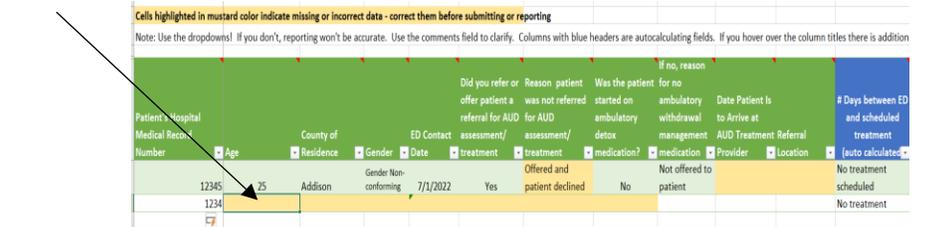
Types of data entry you'll find in the T5

- Number Only – if you try to put something else in you get an error

- Drop down – select the best option from the drop-down.

- Date fields – if you put in something else you get an error
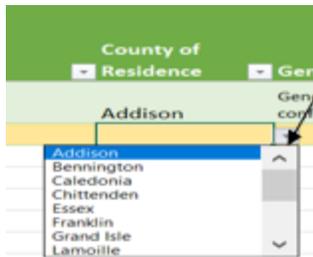
- Text field – takes letters and numbers of your choice

Data Entry Tab cont.

- Ensure you are using the drop downs and the correct format for number, date, and text fields to ensure accuracy. When using drop downs, choose the best option. Only select "Other" if the more precise options are not appropriate.

- The field with the blue header will automatically calculate the days to treatment from the other dates that have been entered in columns for contact date and the date the person is scheduled for treatment (Hospital) or received treatment (provider). **Don't enter any data in this column!**
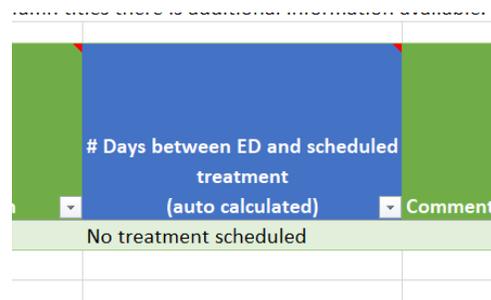
- Enter data into this worksheet for the full 6 months
- This T5 is for clients/patients presenting with AUD only

Remember

- Don't skip rows between records – this will mess up the calculations and the formulas in the worksheet
- Always use the dropdowns in cells with dropdowns
- If the data is incomplete/incorrect it will be returned for correction.
- Back up the file/workbook frequently, just in case!
- If you have questions about data entry
  - Refer to the instructions
  - If that doesn't address your issue, email trina.crockett@vermont.gov

Once data has been entered in the "Data Entry" tab you can see information on the dashboard

Click onto the "**Dashboard**" tab

Refresh the charts with the most recent data entered by clicking on "Refresh Charts" in the upper left corner

Once it's refreshed, you'll see this message

Microsoft Excel
All tables refreshed!
OK

Click "OK"

Refresh Charts
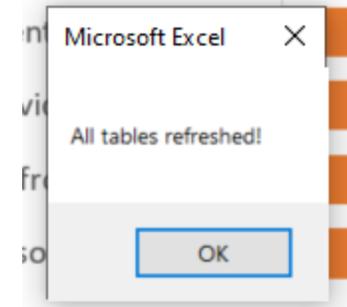
Hospital EDs and Providers have different dashboards because they collect different data

What can you see on the dashboard?

All the data you see here is fake!
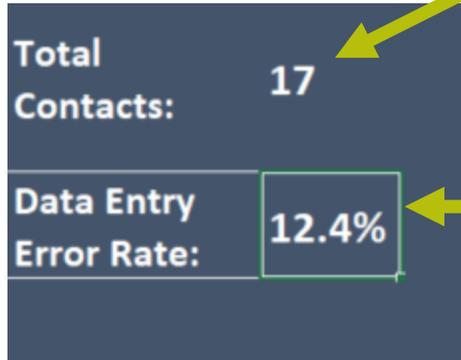
Total contacts since beginning T5

Contacts Per Month

No date? This means there is no contact date in the data entry tab – If this happens it also means it isn't possible to calculate days to treatment

Total Contacts: 17

Data Entry Error Rate: 12.4%

Data entry error rate – this should be as close to 0 as possible for the most complete and accurate results.

2021
- 2
- Nov 2
- Dec 1

2022
- Jan 7
- Feb 5

Fix the error in the Data Entry tab and refresh the charts!

How many receive treatment within 3 days?

This is for all time

Time to Care - All Contacts

	Contacts	Percent
3 or fewer days	5	29%
More than 3 days	7	41%
Missing Data	5	29%

Note: Missing Data is categorized as not meeting the target

Lots of missing data – fix it on the data entry tab to get the actual numbers

Time from Initial Contact to Appointment

0 - Same day	2
1 to 3 days	3
More than 3 days	7
No First Service	1
Date Error	4

Fix the error in the data entry tab and refresh the charts!

All the data you see here is fake!

How many receive treatment within 3 days and if they didn't, why not?

Here are the month-by-month rates

Percent of Total Contacts Resulting in Care in Three or Fewer Days by Month

- 3 or fewer days
- Did not meet target

100%	100%	0%	71%	60%
0%	0%	100%	29%	40%
	Nov	Dec	Jan	Feb
	2021		2022	
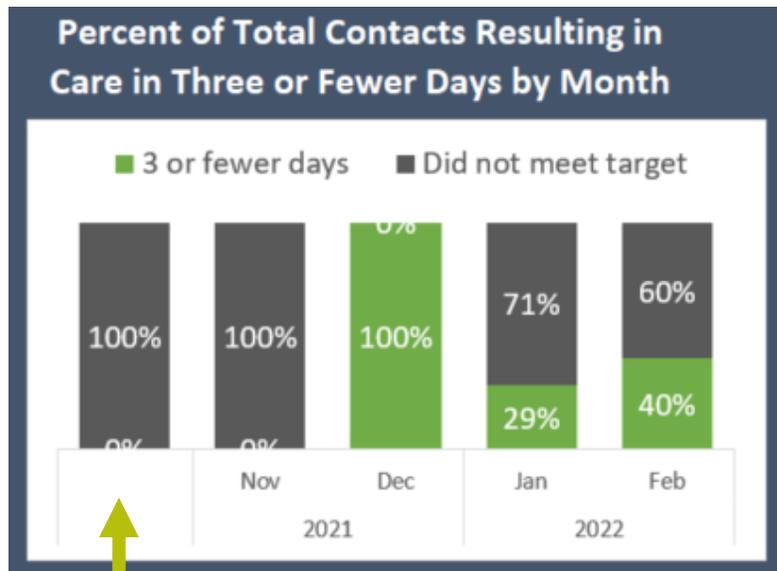
There's that missing contact date again!

Oops! Go into the data entry tab and add the reason

Fix the error in the data entry tab and refresh the charts!

Here's why it took longer than three days (for those without date errors)

Reason why 7 (41%) Took Longer than Three Days

Reason	Count
Client's schedule or preference	2
Provider availability	2
Transfer from other level of care	1
Reason not selected	2
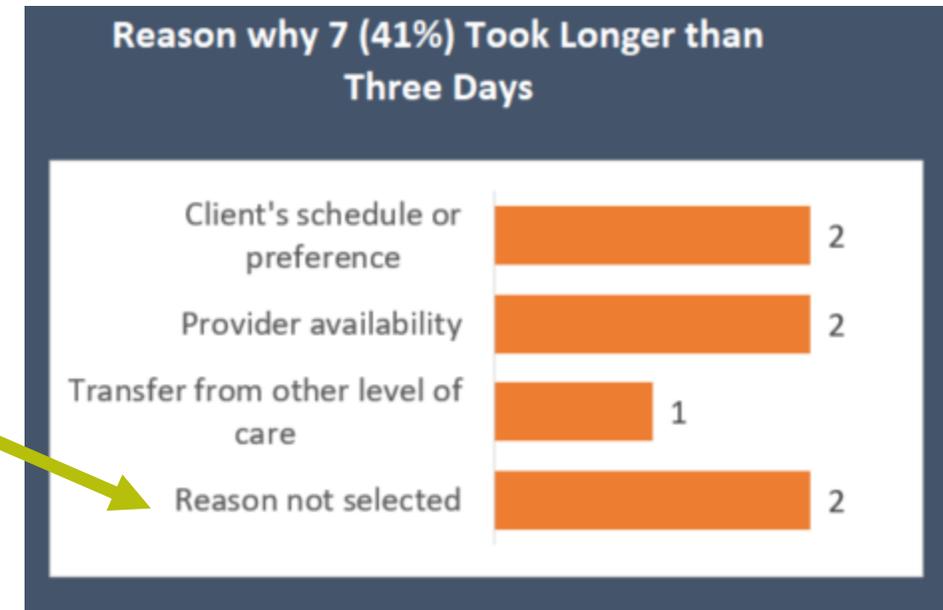
All the data you see here is fake!

Additional dashboard info for Treatment Providers

Where did people come from by time to treatment
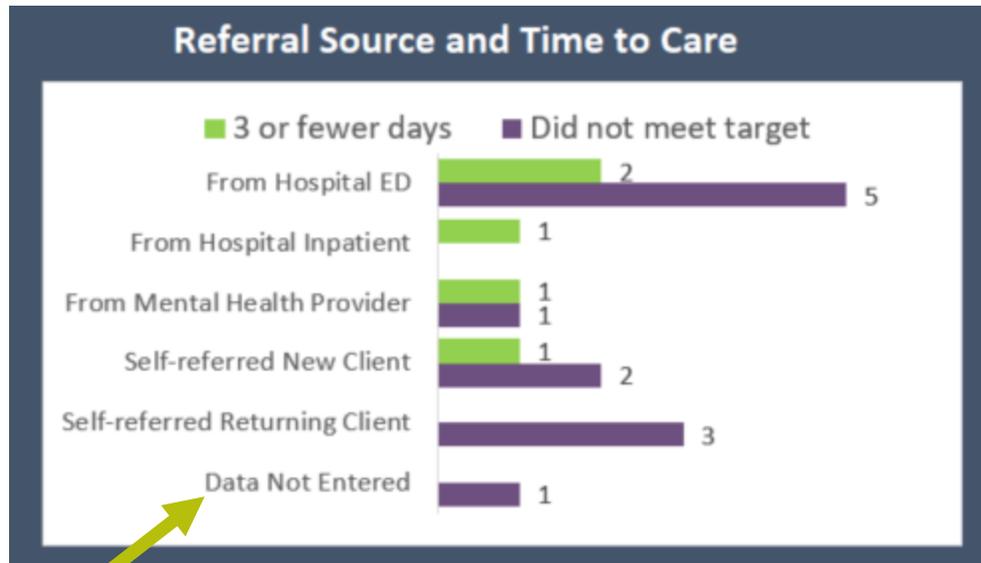
Were people referred if it was longer than 3 days to treatment?

Oops!

Fix the error in the data entry tab and refresh the charts!
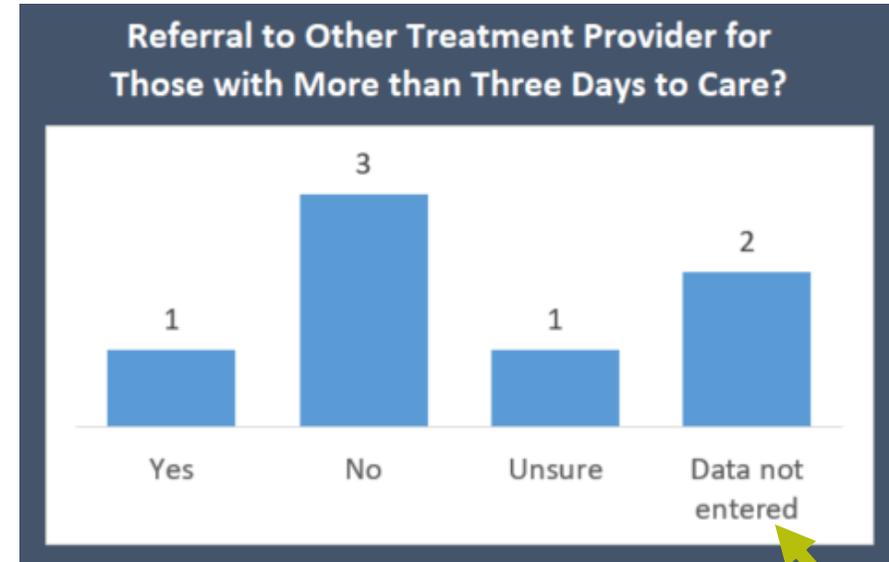
All the data you see here is fake!

Oops!

Hospital EDs only: how many receive ambulatory withdrawal medication?

This is for all time

Use of Medication to Treat AUD or Support Detox

	Contacts	Percent
Detox Meds	6	35%
AUD Meds	3	18%
Detox & AUD Meds		12%
Did not receive medications	4	24%
Data Error	2	12%

Missing data – fix it on the data entry tab to get the actual numbers

Reason 4 (24%) of Contacts Did Not Receive Medications to Treat AUD or Support Detox

- Offered and patient declined
- Not clinically appropriate
- Data not entered
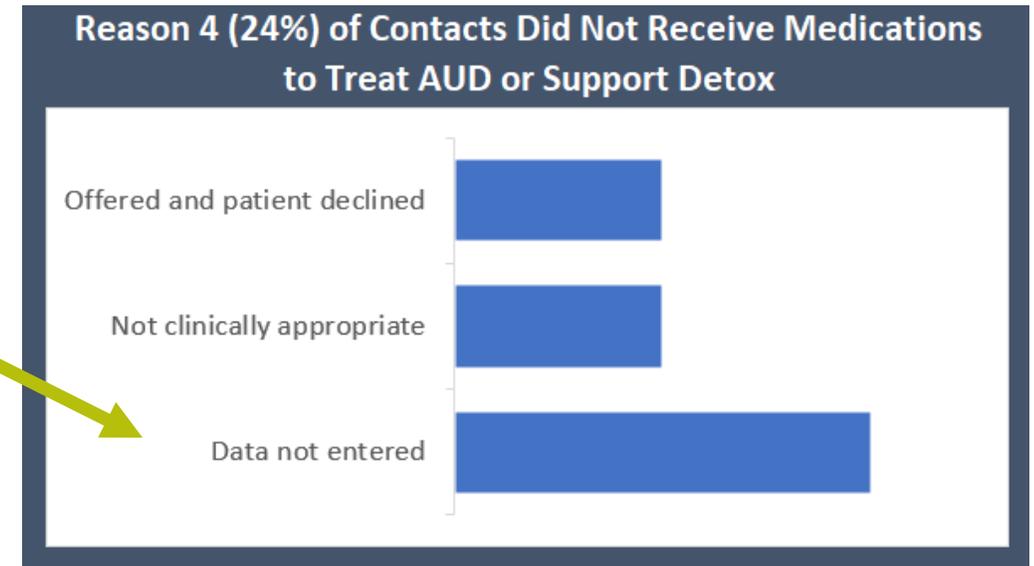
Fix the errors in the data entry tab and refresh the charts!

All the data you see here is fake!

Additional dashboard info for hospital ED providers

Where were people referred for treatment?

Locations where patients are referred for AUD Assessment

Partner	# Referred
Community Health Centers of Rutla	1
Grace House - Rutland	2
Other (Enter facility in comments)	1
Rutland MH/Evergreen Substance A	1
Serenity House - Wallingford	1
Valley Vista - Bradford	2
Grand Total	**8**

The treatment locations that are available for selection are the participating regional providers based on the primary hospital. If you can't find the facility in the drop down, select "Other" and add the organization name in the comments field

All the data you see here is fake!

Important things to remember

- Mustard-colored fields = a problem or missing data – update the data
- Use the dropdowns!
- Don't skip rows when entering data
- Use "Other" sparingly – it should be an exception
- Use the "Comments" field for anything that isn't covered
- For referrals from hospitals make sure to include the Medical Record Number – this shows connections between organizations
- If the days between first contact and first service field is something other than a number, check the dates on the form!
  - "No First Contact Date" means that date of first contact is missing
  - "No AUD First Service Date" means scheduled date for the service is missing
  - "Check dates" means the first service date is likely before the first contact date
- Back up the spreadsheet frequently!

Submission Schedule & Process

Month (2022)	Due By
July	August 7, 2022
August	September 7, 2022
September	October 7, 2022
October	November 7, 2022
November	December 7, 2022
December	January 7, 2023

- Submit the **entire** T5 each month per the instructions given.

- T5 submissions will be reviewed for completeness & accuracy.

- T5 submissions are a grant deliverable & will be processed for acceptability.

What will ADAP do with the T5 data?

- Aggregate data and do time to treatment summary reports by region
  - If data quality is good, follow a client from an ED visit to treatment one of the other participating organizations
  - If data are not good, will identify that we can't link people from the ED to the participating organizations which is a quality improvement opportunity for the region
- Allow evaluation of the project
- Support grant deliverables

Instructions & Technical Assistance

- Instruction manuals are available online for the provider and the Hospital ED versions:

    https://healthvermont.gov/ADAPGranteeDocs

- Recordings of trainings are posted at:

    https://healthvermont.gov/ADAPGranteeDocs

- Consult your organization's grant provisions for questions about agreement and funding.

- Technical Assistance is available by contacting Trina Crockett at:

    trina.crockett@vermont.gov

Thank you!

Questions?