

The Time to Treatment Tracking Tool (T5) is the data/information collection tool and dashboard used to measure progress toward the Rapid Treatment Access for Alcohol Use Disorder (RTA) Goal #1: 3 days or less from first point of contact with a treatment provider to when an individual receives their first treatment services. The T5 can be useful in identifying real or perceived barriers and optimizing accessing points (RTA Goal #2) and identifying and addressing gaps in service during level of care or provider to provider transfers (RTA Goal #3).

The Emergency Department Microsoft Excel® workbook includes two worksheets:

1. The worksheet labeled “Data Entry” is the data entry worksheet. Data will be entered into this worksheet for 6 months.
2. The worksheet labeled “Dashboard” calculates key performance indicators, including the percentage of contacts that result in treatment within three days by both month and by reporting period (quarter), total number of contacts, and data entry error rate. The Dashboard should be used to identify and address items that impact time to treatment.

General Information

- The T5 is a macro-enabled workbook; the macros help to update the “Dashboard” tab and will not impact the security of your network.
 - Click on the “Enable Content” box next to the yellow security warning.
 - If you see a Security Warning pop-up box, *click* “yes” to make it a trusted document.
- Save your workbook regularly to minimize the likelihood of losing data.
- Add new data to the “Data Entry” worksheet throughout the RTA project; do not override data, just keep adding.

Data Entry Highlights

- All data should be entered into the “Data Entry” worksheet.
- Only clients/patients presenting with AUD should be entered into the T5.
- Instructions for each field can be found by hovering over the field header.
- When data should be entered in a field but is not, the field will be mustard in color.
 - These fields will show up as data errors on the “Dashboard” and contribute to the calculated data entry error rate.
 - Correct errors before submitting.
- Column “M” (blue header) automatically calculates the days to treatment from the dates entered in columns “F” and “K”. *Do not override this value*. It will indicate if there is a problem with the calculation by indicating you should “check dates” or “No first contact date”. If either message appears, check both “F” - first contact date and column “K” - date of first AUD service.
- Data fields are either a drop-down menu, or text/number entry.

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- Drop down lists are pre-populated. To see the drop-down list, click on the arrow in the cell you want to enter data into (not the field header).
- Only one drop down choice can be selected for each cell. Choose the best option. Rule out all other options before selecting “Other”.

Dashboard Highlights

- Click on the Dashboard tab
- *Click* on the “Refresh Charts” button in the upper left corner to update the dashboard each time you view it. This updates the “Dashboard” with the data from the “Data Entry” worksheet.
 - Once refreshed, you will see a message box, *click* on “OK”.
 - The “Dashboard” worksheet will show a running summary of all data entered to date.
- The “Dashboard” will be used by the provider, the Core Team, and DSU to monitor progress toward the RTA goals.
- Data will be aggregated each month and quarterly by DSU.
 - Each Core Team will be provided with a monthly and quarterly community summary report.

Submission Schedule

The T5 should be submitted to DSU pursuant to the following schedule.

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

Submission Instructions

- The T5 should be submitted to DSU per the provision in **your grant agreement.**

Questions?

For more information: Trina Crockett, Trina.Crockett@vermont.gov

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Data Field Instructions and Descriptions

Field Name	Field Description	Field Instructions
Medical Record Number	<u>Text</u> (numbers and/or letters)	Input the patient's MRN
Age	<u>Text</u> (number)	Input the patient's age
County of Residence	<u>Drop Down</u> <ul style="list-style-type: none"> All VT Counties Listed Out of State 	Select the Vermont county where the patient resides or choose out of state
Gender	<u>Drop Down</u> <ul style="list-style-type: none"> Female Male Non-Binary Transgender 	Select the option that best describes the patient's gender
ED Contact Date	<u>Text</u> (number) Month/Day/Year	Enter the date of the patient visit
Did you refer or offer patient a referral for AUD assessment/treatment?	<u>Drop Down</u> <ul style="list-style-type: none"> <u>Yes</u> <u>No</u> 	Select the best option from the list below.
Reason patient was not referred for AUD assessment/treatment	<u>Drop Down</u> <ul style="list-style-type: none"> Patient received referral Offered and patient declined Not clinically appropriate Already in care Recovery supports only Other 	Select reason why patient wasn't referred or indicated the person was referred.
Were medications to treat AUD or detox provided? List medications in comments	<u>Drop Down</u> <ul style="list-style-type: none"> 	Select the best option from the list below
If no, reason no medications to treat AUD or detox provided	<u>Drop Down</u> <ul style="list-style-type: none"> Not clinically appropriate Not offered to patient Offered and patient declined Person received medication Other 	Indicate the reason ambulatory withdrawal medications were not provided.
Date Patient is to arrive at AUD Treatment Provider	<u>Text</u> (number) Month/Day/Year	Enter the date the patient is scheduled to arrive at treatment provider
Referral Location	Locations vary by hospital region. (If hospital is not chosen at the top of the Data Entry page, this column will not allow input)	Select the treatment provider the patient has been referred to
# Days between ED and scheduled treatment	<u>(Auto calculated)</u>	No action needed. This will automatically calculate – fix the dates if it says “check dates”

