

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 Treatment Provider 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.
- Column “M” (blue header) automatically calculates the days to treatment from the dates entered in columns “F” and “K”. *Do not overwrite this number*. 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.

Treatment Provider Time to Treatment Instructions

- 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 all other options out before selecting “Other”.

Dashboard Highlights

- *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?

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Treatment Provider Time to Treatment Instructions

Data Field Instructions and Descriptions

Field Name	Field Description	Field Instructions
Client ID	<u>Text</u> (numbers and/or letters)	Input your organization's unique identification number for client.
Medical Record Number (MRN)	<u>Text</u> (numbers and/or letters)	Input the client's Medical Record Number (MRN) if coming from the hospital Emergency Department (ED).
Age	<u>Text</u> (numbers and/or letters)	Input the clients 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 Female • Transgender Male • Non-conforming • Other • Refused • Did not ask 	Select the option that best describes the patient's gender
Client Origination Point	<u>Drop Down</u> <ul style="list-style-type: none"> • From Hospital ED • From Hospital Inpatient • From Residential • From Mental Health Provider • Self-Referred Returning Client • Self-Referred New Client • Other 	Select the option that best describes where the client is coming from. "Returning client" means the client has been seen within the previous 12 months. "New client" means that the client has either never been seen, or not seen for more than 12 months. If none of these matches, select "other".
If from a hospital, which hospital?	<u>Drop Down</u> <ul style="list-style-type: none"> • All hospitals in VT listed • Other 	Indicate the referring hospitals for patients coming from an ED or inpatient program.

Treatment Provider Time to Treatment Instructions

If referred by a hospital or other provider, did the client show up for the scheduled appointment?	<u>Drop Down</u> <ul style="list-style-type: none"> • No • Was not a referral • Yes 	Scheduled referrals must be entered into the Data Entry sheet at the time the fax referral is received. Select best response.
Date of first contact or scheduled appointment.	<u>Text (number)</u> Month/Day/Year	Input the date of first contact with client, which could be in person, over the phone or by electronic means such as email inquiry. For referred clients the first contact date is the agreed upon scheduled date.
First AUD Service Appointment Date Offered	<u>Text (number)</u> Month/Day/Year	Input the first appointment date offered to the client.
Actual Appointment Date Scheduled	<u>Text (number)</u> Month/Day/Year	Input the actual date the client's appointment is scheduled.
Date of first AUD Service	<u>Text (number)</u> Month/Day/Year	Input the date of the client's first AUD service.
If no AUD date of first service, why?	<u>Drop Down</u> <ul style="list-style-type: none"> • <u>Client no show</u> • <u>Did not need AUD treatment</u> 	Click on the drop down and choose the appropriate selection
# Days between First Contact and First Dose	Auto Calculated	This number is automatically calculated. You do not need to do anything in this column.
If > 3 days between first contact and first AUD service, explain	<u>Drop Down</u> <ul style="list-style-type: none"> • Client no show • Client's schedule or preference • Provider availability • Transfer from other level of care • Discharged from Emergency Department • Other 	Select the option that best describes why there are more than 3 days between the date when the client first contacts your organization and the date the client receives their first treatment service.

Treatment Provider Time to Treatment Instructions

If > 3 days between First Contact and First Service, was individual offered walk-in hours at another treatment provider that falls within 3 days?	<u>Drop Down</u> <ul style="list-style-type: none">• Yes• No• Unsure	Select the best reason why person was not served within 3 days.
Comments		Add any additional information that is needed