

Steps to Collect AHLTA Data

This handout provides detailed instructions and screenshots designed to assist clinic managers in performing a clinic needs assessment of existing archival data found in AHLTA. There are several queries included: total number of appointments for the clinic (by month), most prevalent diagnoses (by month), and type of care provided (by month).

Total Number of Appointments for Clinic (by month)

Click on Go button near top left of screen.

1. Select Reports.



2. On **Reports** tab under **Report On:** select **Appointments**.

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4. Select the **dates for the month** of the current report. For example, in the screen shot below, the dates for December 2014 range from 12/01/2014 to 12/31/2014.

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5. Click on the **Run Report** button.

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6. Be patient. The screen may show a message like the one below. Click **Yes**. Please note that sometimes this will freeze if you work with other programs while this is running.

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7. The report will look like the one below.

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- 8. As you pull the data from this report, you will want to consider what is important to collect for your clinic and if any categories need to be collapsed together. In the example, **Completed & Updated** encounters are collapsed to combine the data as a more accurate reflection of "Completed Encounters" per month.
- 9. Following Steps 1-8, run the same report for each month.

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10. The next step is to type this data into an Excel spreadsheet.

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7	14-May		745	56	131	38	215						
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11. If you want to generate a graph of the data, click on the **Insert** tab and select which type of graph you want.

12. The example uses a Line with Markers graph.



Most Prevalent Diagnoses (by month)

Click on **Go** button near top left of screen.

1. Select Reports.



2. On Reports tab under Report On: select Diagnosis.

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4. Select the **dates for the month** of the current report. For example, in the screen shot below, the dates for December 2014 range from 12/01/2014 to 12/31/2014.

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5. Make sure the **Group results by** section below is <u>not</u> checked. If **Clinic** is checked, then it will present the results in alphabetical order rather than by frequency. If **Provider** is checked, then the results will be broken up by provider.

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6. Click on the **Run Report** button.

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7. Be patient. The screen may show a message like the one below. Click Yes.

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8. The report will look like this.

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	Posttraumatic stress	dis order	309.81	216	
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	Anciety state, unspe	afied	300.00	108	
	Depressive disorder.	not elsewhere classified	311	78	
	Health examination o	f defined subpopulations	V70.5	70	
	Adjustment disorder	with mixed anxiety and depressed mood	309.28	76	
	Attention deficit disor	der of childhood with hyperactivity	314.01	58	
	Bipolar disordar, uns	secified	298.80	38	
	Generalized anxiety	dis order	300.02	30	
	Major depressive dis	order, recurrent episiode, unspecified	296.30	34	
	Other specified coun	seling	V65.49	29	
	Adjustment disorder	with anxiety	309.24	28	
	Observation for othe	suspected mental condition	V71.09	25	
	Dysthymic disorder		300.4	24	
	Major depressive dis	order, single episode, unspecified	296.20	21	
	Other and unspecifie	d slochol dependence, unspecified	303.90	20	
	Adjustment disorder	with depressed mood	309.0	18	
	Unspectied adjustme	ant reaction	309.9	18	
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	Adjustment disorder	with mixed disturbance of emotions and conduct	309.4	13	
	Bioclar I dis order, mo	st recent ecisode (or current) mixed, unspecified	296.60	13	
	Other unknown and	inspecified cause of morbidity and mortality	799.9	12	
	Major depressive dis	order, recurrent episode, in partial or unspecified remission	296.35	11	
	Una peoified as votos	is in the second s	298.9	11	
	Bipolar I disorder, mo	st recent episode (or current) unspecified	296.7	10	
	Major depressive dis	order, recurrent episode, moderate	298.32	10	
	Interpers onal problem	s, not elsewhere classified	V62.81	9	
	Other bipolar disorde	s	296.89	9	
	Other occupational of	ircumstances or maladjustment	V62.29	9	
	Avoidant personality	dis order	301.82	8	
	Oppositional defiant	dis order of childhood or adoles cence	313.81	8	
	Other acute reaction	s to stress	308.3	8	
	Personal history of tr	sumatic brain injury	V15.52	8	

- 9. Once this report is generated, pull the **COUNT** data and group it into key diagnostic categories that will support the basis for your recommendations of EBP groups. For example:
 - a. PTSD, other acute reactions to stress
 - b. Unipolar Depression (all types of MDD, Dysthymia, Adjustment Disorder with Depressed Mood)
 - c. Anxiety (GAD; Anxiety NOS; panic disorder w/o agoraphobia; OCD; Agoraphobia w/ panic disorder; Anxiety disorder in conditions classified elsewhere, other anxiety states)
 - d. Stress (Adjustment Disorder with anxiety; other psychological or physical stress not otherwise classified)

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Type of Care Provided (by month)

Click on **Go** button near top left of screen.

1. Select Reports.



2. On **Reports** tab under **Report On:** select **Procedures.**

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4. For this analysis, make sure the Further Narrowed By: section remains as (None).

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5. Select the **dates for the month** of the current report you are examining. For example, in the screen shot below, the dates for December 2014 range from 12/01/2014 to 12/31/2014.

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6. Click on the **Run Report** button.

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7. Be patient. The screen may show a message like the one below. Click Yes.

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	This Report may take several minutes to run based on the criteria
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	Do you want to continue?
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8. The report will look similar to this document.

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			Descentions for Oliviali at more by Oliviali at				
			Clinic/Lab: BEHAVIORAL HEAL IN CLINIC (MEPRS: BPD)	A, DMIS:)			
			From: 01 Dec 2014				
			101010000019				
			Clinic: BEHAVIORAL HEALTH CUNIC - BFDA				
			Procedure	CPT4	Count		
			Environmental intervention for medical management purposes on a psychiatric patient's behalf with acencies, employers, or institutions	90882	9		
			Family psychotherapy (conjoint psychotherapy) (with patient present)	90847	23		
			Family psychotherapy (without the patient present)	90846	7		
			Group psychotherapy (other than of a multiple-family group)	90853	165		
			Interactive complexity (List separately in addition to the code for primary procedure)	90785	16		
			Interpretation or explanation of results of psychiatric, other medical examinations and procedures, or	90887	2		
			oner accumuated data to family or other responsible persons, or advising them how to assist patient	09170	1		
			qualified health care professional interpretation and report	90120			
			Preparation of report of patient's psychiatric status, history, treatment, or progress (other than for legal	90889	7		
			Psychiatric diagnostic evaluation	90791	78		
			Psychiatric diagnostic evaluation with medical services	90792	28		
			Psychiatric evaluation of hospital records, other psychiatric reports, psychometric and/or projective	90885	19		
			tests, and other accumulated data for medical diagnostic purposes				
			Psychological testing (includes psychoolagnostic assessment of emotionality, intellectual abilities, personality and psychopathology, eg. MNPI), administered by a computer, with qualified health care	96103	1		
			professional interpretation and report				
			Psychological testing (includes psychoolagnostic assessment of emotionality, intellectual abilities, personality and psychopathology, ep. MMPI, Rorschach, WAIS), per hour of the psychologist's or	98101	5		
			physician's time, both face-to-face time administering tests to the patient and time interpreting these				
			test results and preparing the report Psychotherapy for crisis; each additional 30 minutes (List separately in addition to code for primary	90840			
			service)	30540			
			Psychotherapy for crisis; first 60 minutes	90839	28		
			Psychotherapy, 30 minutes with patient and/or family member	90832	17		
			Psychotherapy, 30 minutes with patient and/or family member when performed with an evaluation and management service (List separately in addition to the code for primary procedure)	90833	30		
			Psychotherapy, 46 minutes with patient and/or family member	90834	41		
			Psychotherapy, 45 minutes with patient and/or family member when performed with an evaluation and	90836	85		
			management service (List separately in addition to the code for primary procedure)		204		
			rs yorkunetapy, ou minutes with patient and/or territy member when nerformed with an authorition and	90837			
			management service (List separately in addition to the code for primary procedure)	90838	6		
			Telephone assessment and management service provided by a qualified nonphysician health care	96968	1		
			processories to an established patient, parent, or guardian not originating from a related assessment and management service provided within the previous 7 days nor leading to an assessment and				
			management service or procedure within the next 24 hours or sconest available appointment; 21-30 minutes of martinal discussion				
			Telephone assessment and management service provided by a qualified nonphysician health care	96966	5		
			professional to an established patient, parent, or guardian not originating from a related assessment				
			management service or procedure within the next 24 hours or sconest available appointment; 5-10				
			minutes of medical discussion				
			i menapeuria, prophysicia, or diagnosia injection (speciry substance or drug), subcutaneous or Inframusicular	98372	1		
			Unlisted psychiatric service or procedure	90899	6		-

- 9. From this data, pull out all encounters (COUNT) as follows:
 - a. Individual therapy/Intakes
 - i. Psychiatric diagnostic evaluation
 - ii. Psychotherapy, 30/45/60 mins.
 - iii. Psychotherapy for crisis, 30/60 mins.
 - b. Group psychotherapy
 - c. Psychiatric services
 - i. Psychiatric diagnostic evaluation with medical services
 - ii. Psychotherapy, 30/45/60 mins. when performed with an evaluation and medical management service
 - d. Depending on your site, there may be additional types of services to examine (i.e., Biofeedback, etc).
- 10. Enter this data into Excel spreadsheet, as in the example below.



11. Repeat steps 6-11 for the other months being examined.