

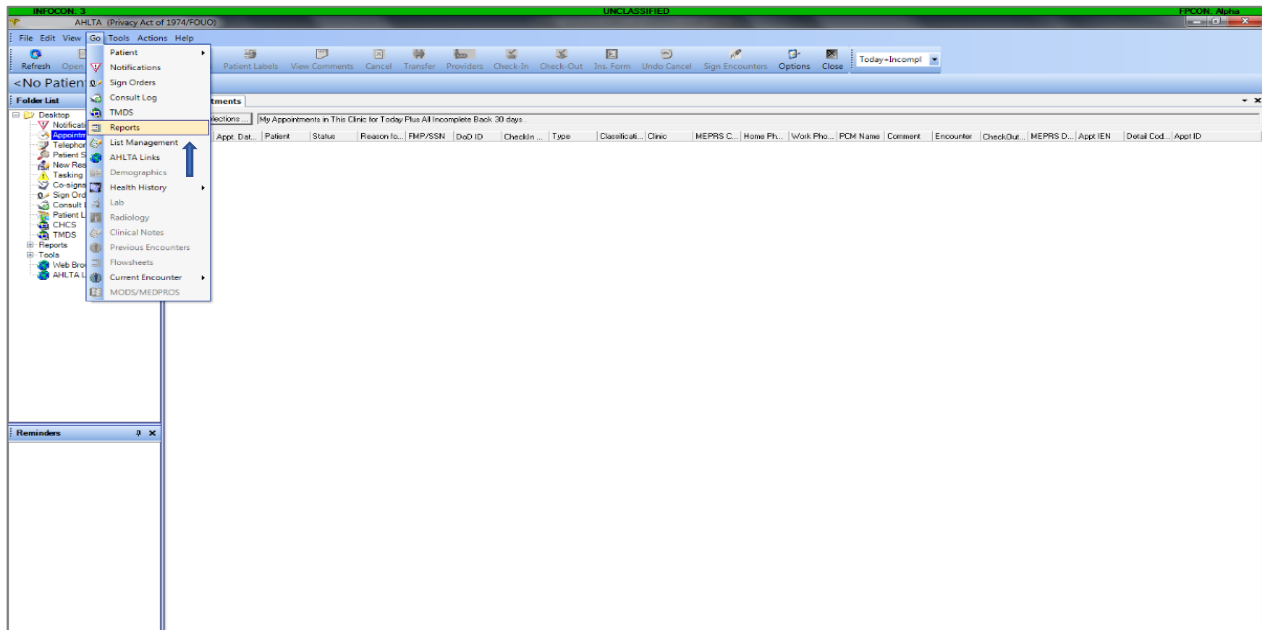
Steps to Collect AHLTA Data

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).

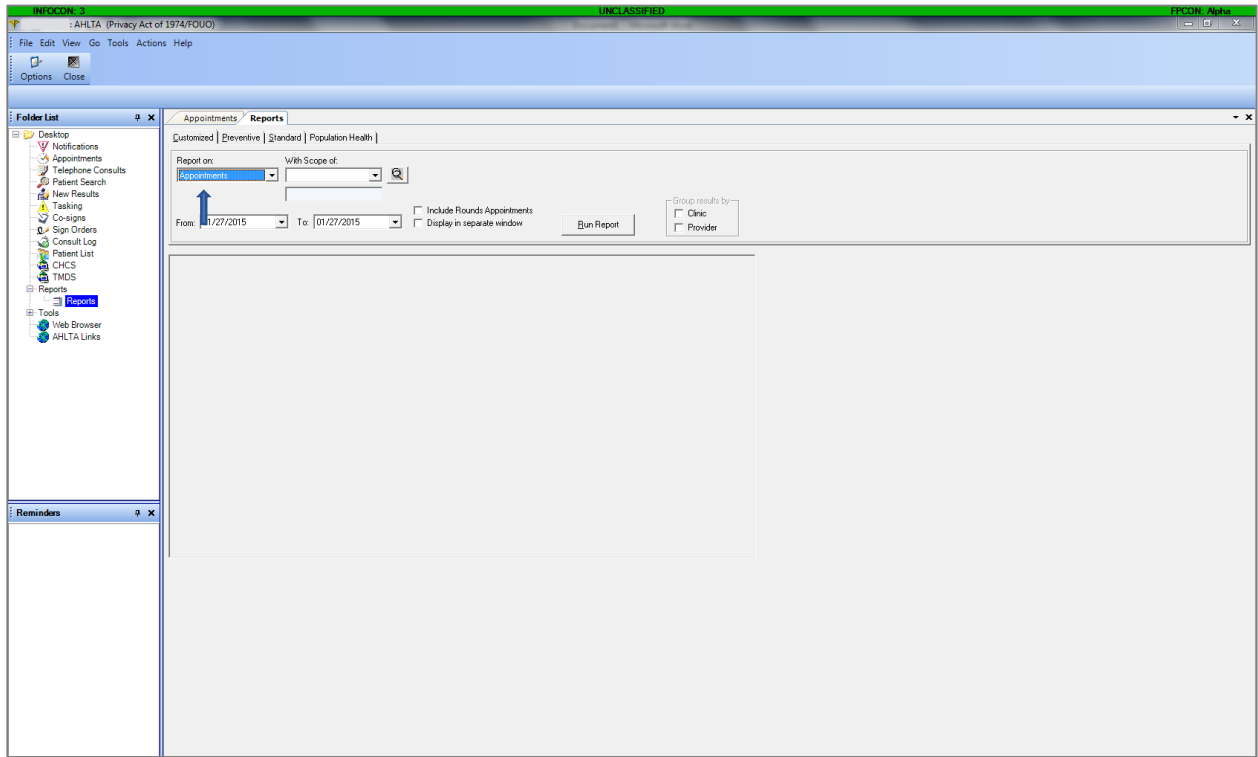
Total Number of Appointments for Clinic (by month)

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

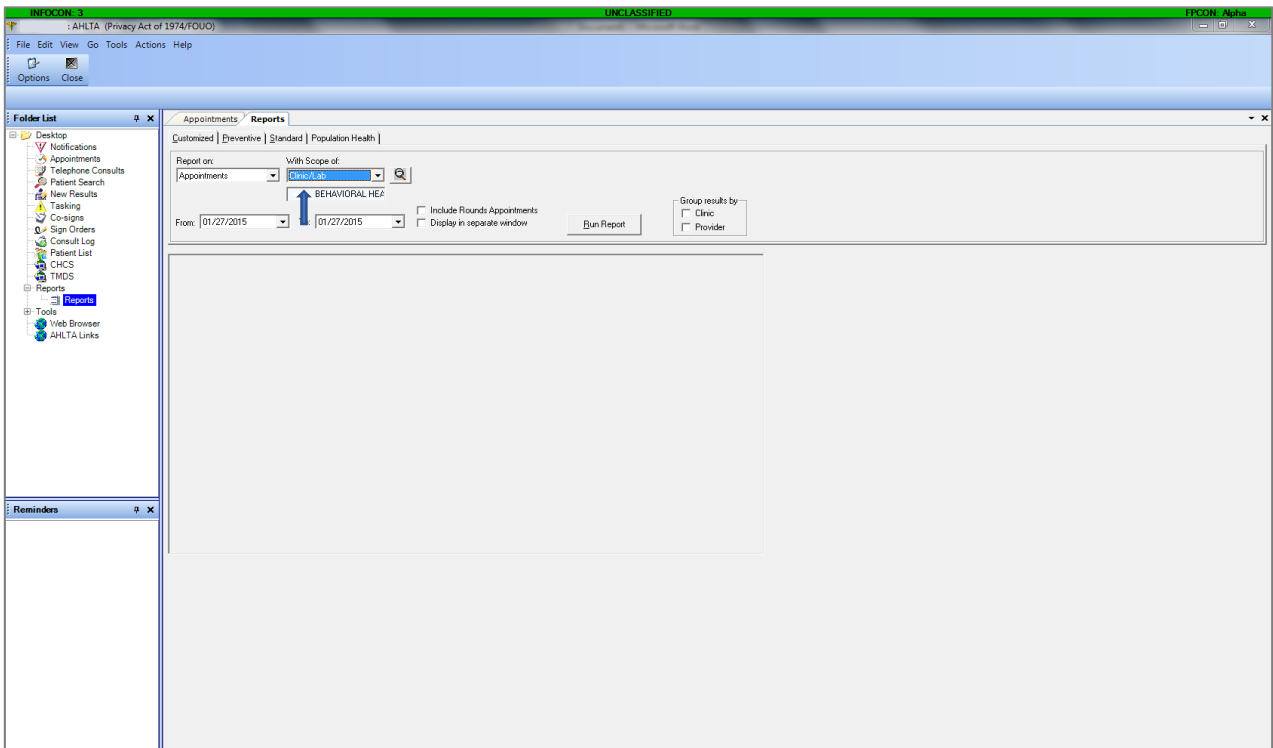
1. Select **Reports**.



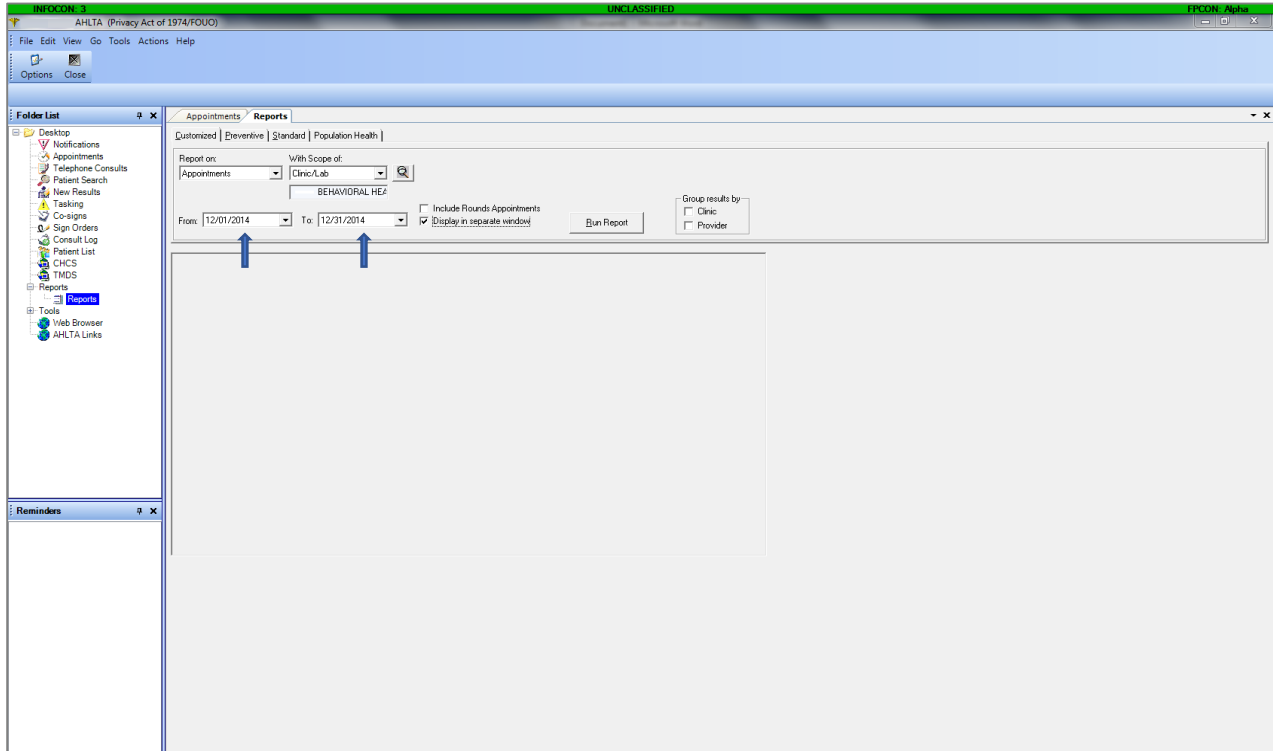
2. On Reports tab under Report On: select Appointments.



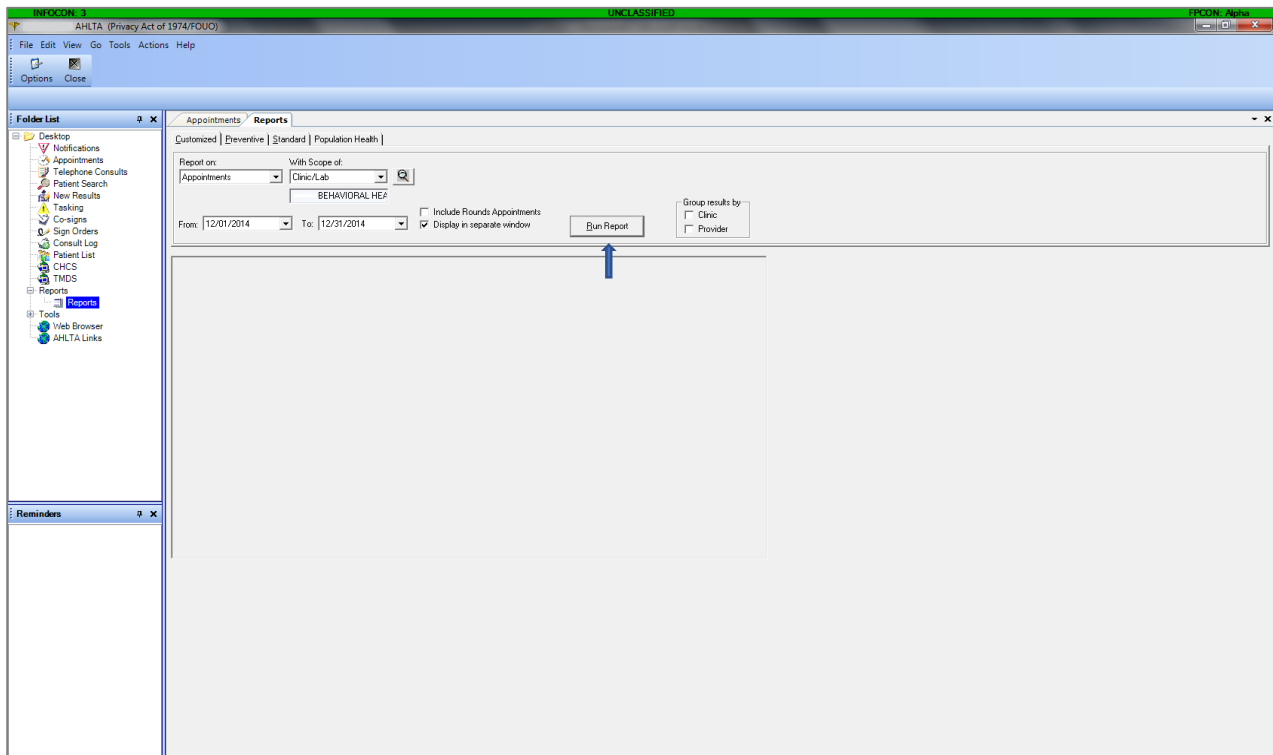
3. Under With Scope Of: choose Clinic/Lab.



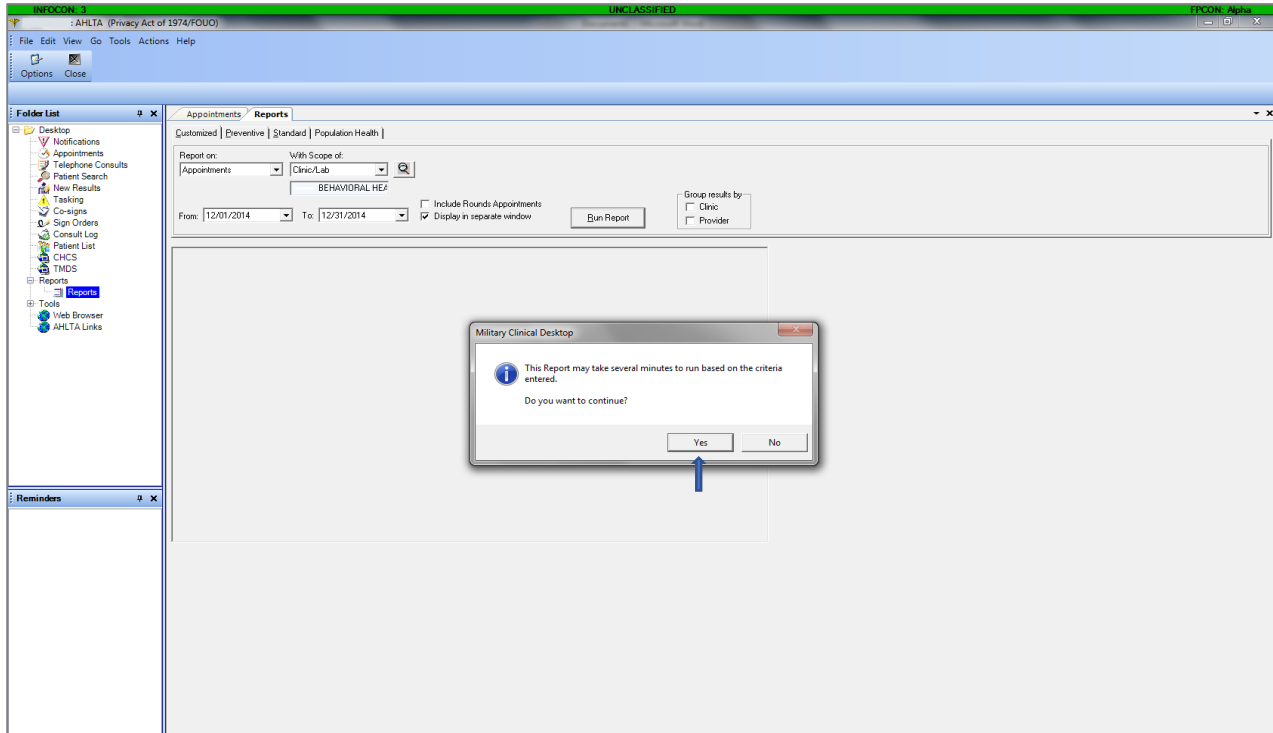
4. Select the **dates for the month** of the current report. For example, in the screen shot below, the dates for December 2014 range from 12/01/2014 to 12/31/2014.



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



- 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.



- The report will look like the one below.

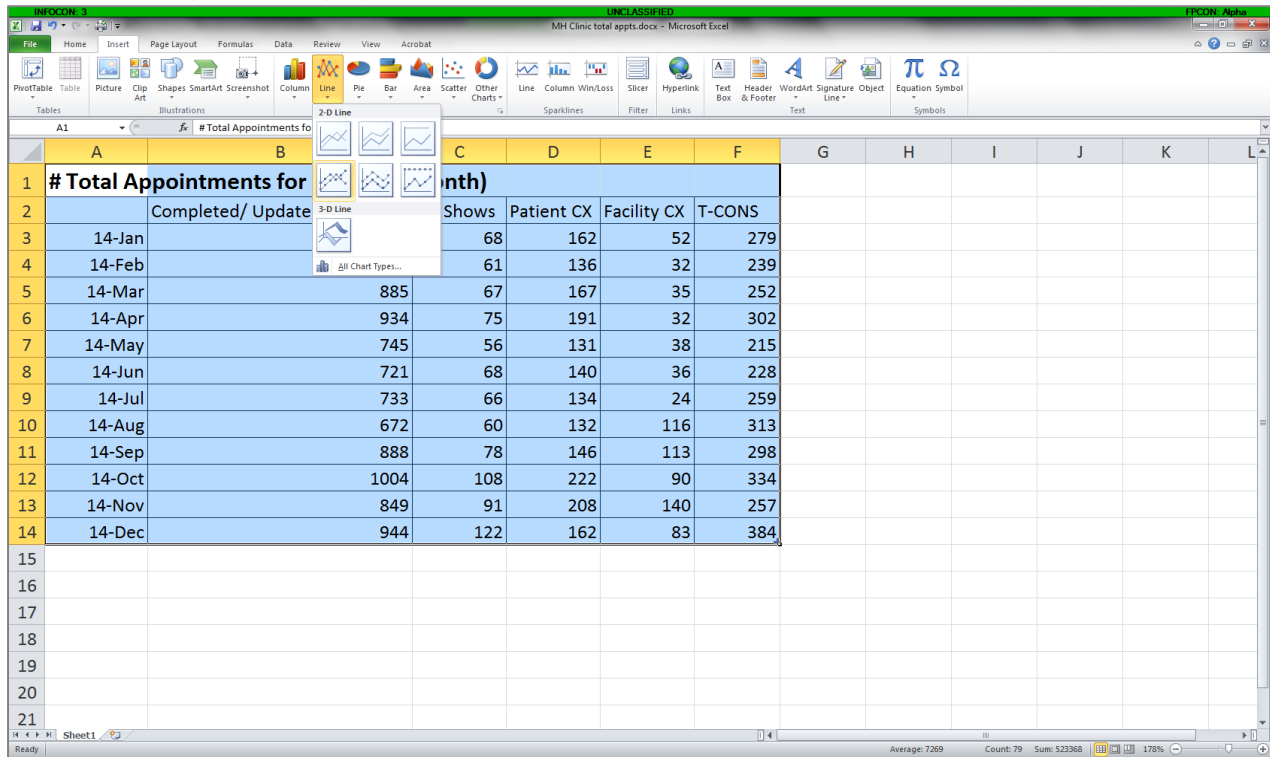
The screenshot shows the 'Print-Preview' window of the INFOCON 3 application. The report is titled 'Appointments for Clinic/Lab' for 'BEHAVIORAL HEALTH CLINIC (MEPRS: BFDA, DMIS:)' from '01 Dec 2014' to '31 Dec 2014'. The report is a table with two columns: 'Appointment Description' and 'Count'. The data is as follows:

Appointment Description	Count
Checkedin	2
Complete	901
FACILITY CANCELLED	83
InProgress	4
LWOBs	1
NeedsCoSignature	2
NO-SHOW	122
PATIENT CANCELLED	162
T-CON	384
Updated	43
Updating	2
Grand Total: 1706	

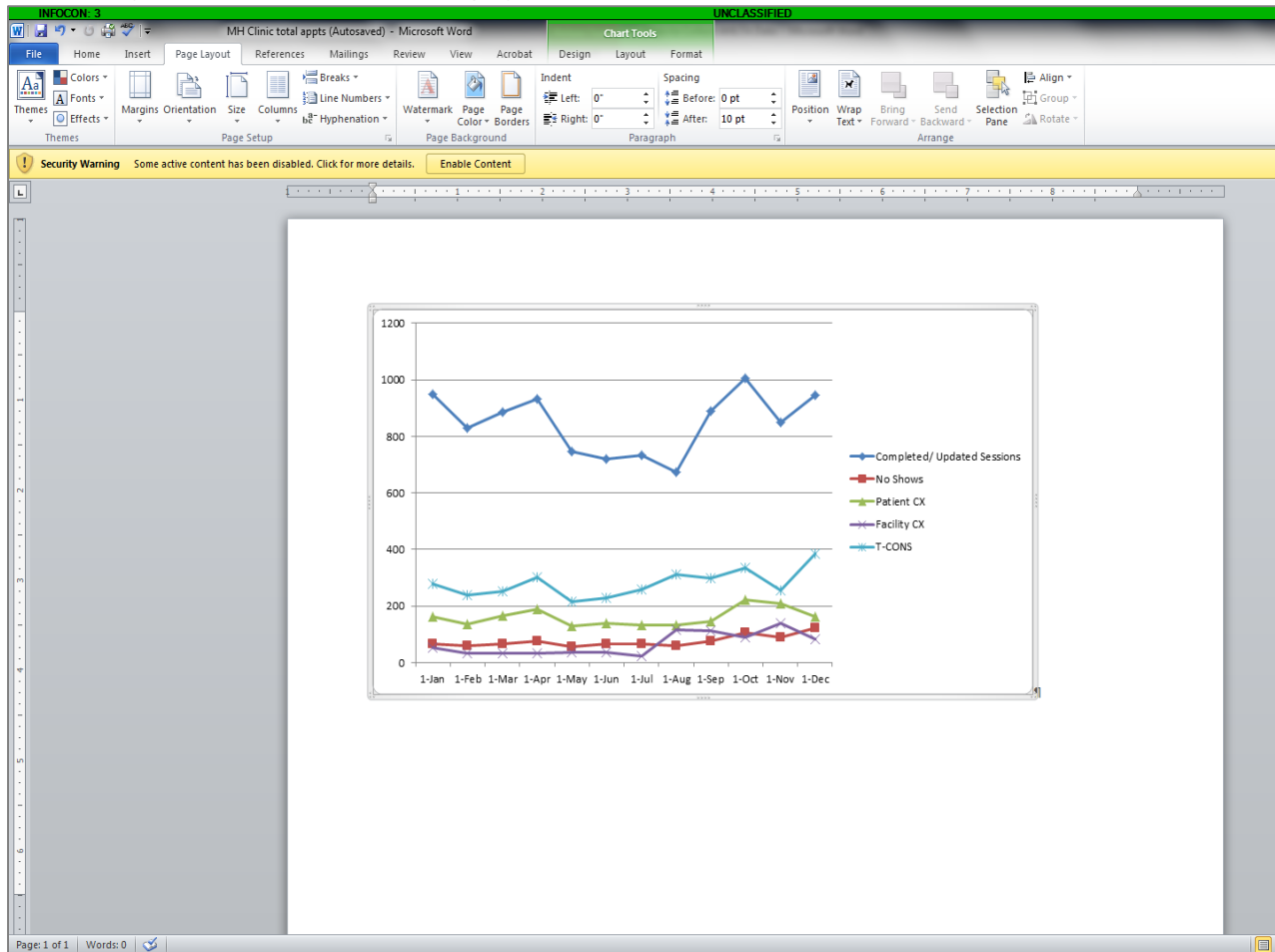
8. As you pull the data from this report, you will want to consider what is important to collect for your clinic and if any categories need to be collapsed together. In the example, **Completed & Updated** encounters are collapsed to combine the data as a more accurate reflection of “Completed Encounters”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

# Total Appointments for Clinic (by month)						
	Completed/ Updated Sessions	No Shows	Patient CX	Facility CX	T-CONS	
14-Jan	948	68	162	52	279	
14-Feb	829	61	136	32	239	
14-Mar	885	67	167	35	252	
14-Apr	934	75	191	32	302	
14-May	745	56	131	38	215	
14-Jun	721	68	140	36	228	
14-Jul	733	66	134	24	259	
14-Aug	672	60	132	116	313	
14-Sep	888	78	146	113	298	
14-Oct	1004	108	222	90	334	
14-Nov	849	91	208	140	257	
14-Dec	944	122	162	83	384	

11. If you want to generate a graph of the data, click on the **Insert** tab and select which type of graph you want.



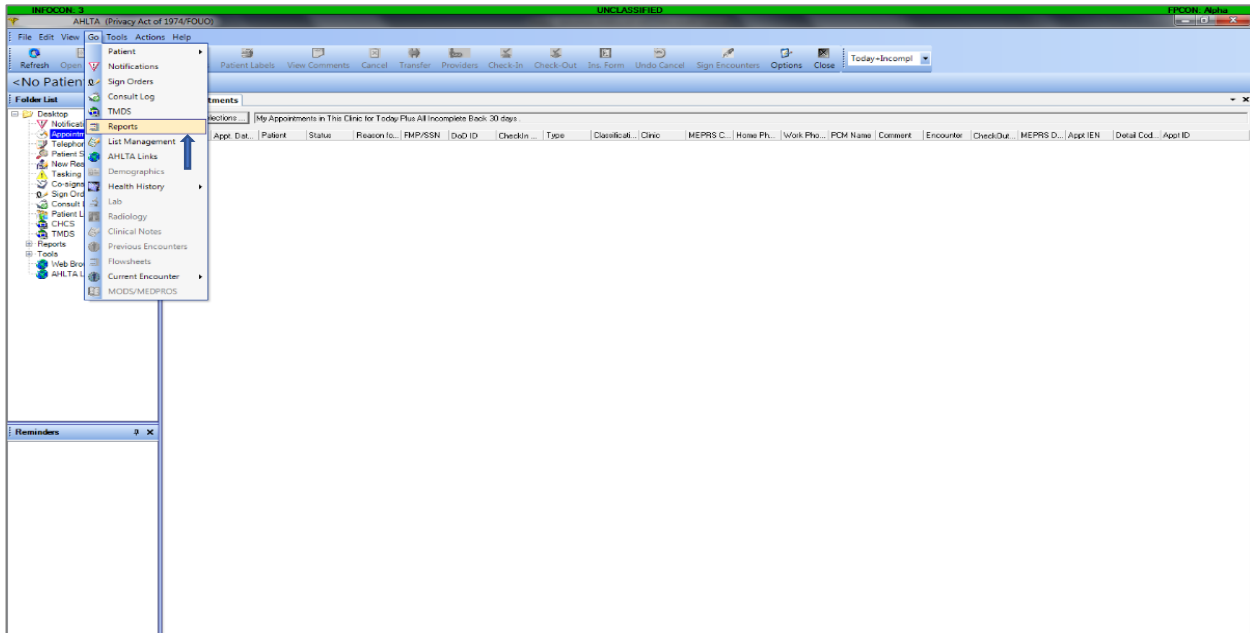
12. The example uses a Line with Markers graph.



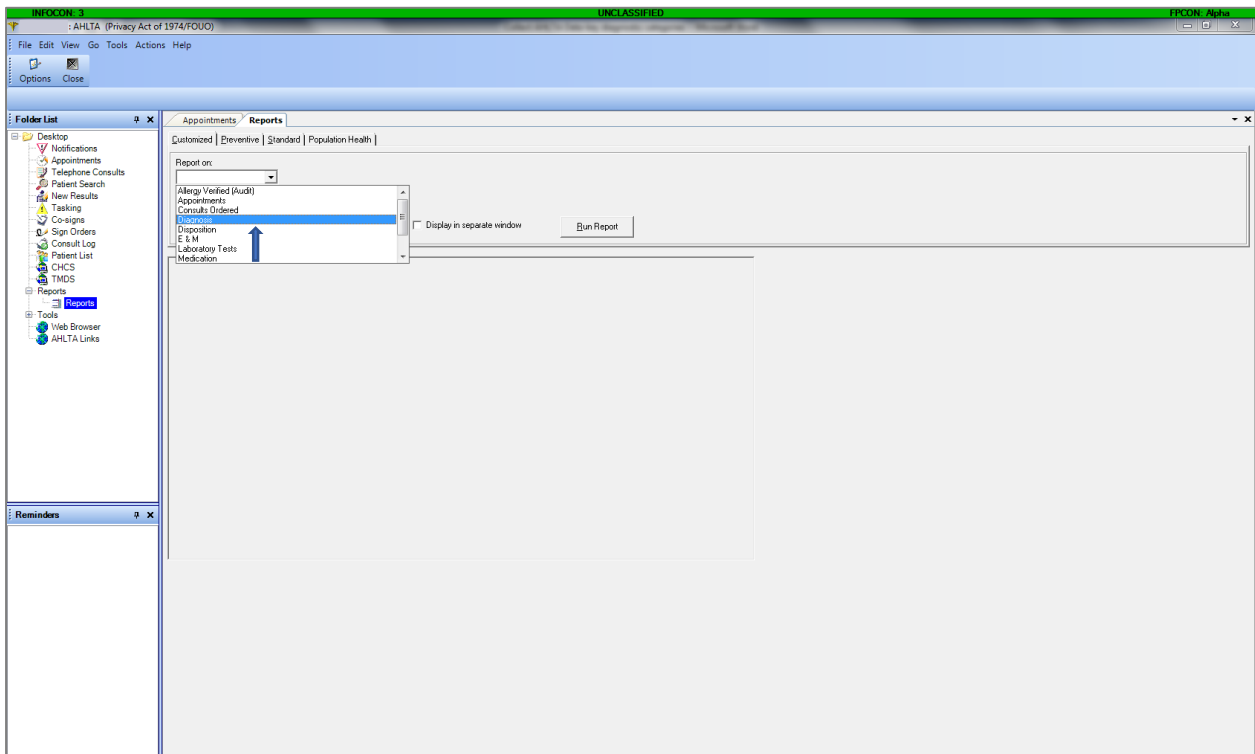
Most Prevalent Diagnoses (by month)

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

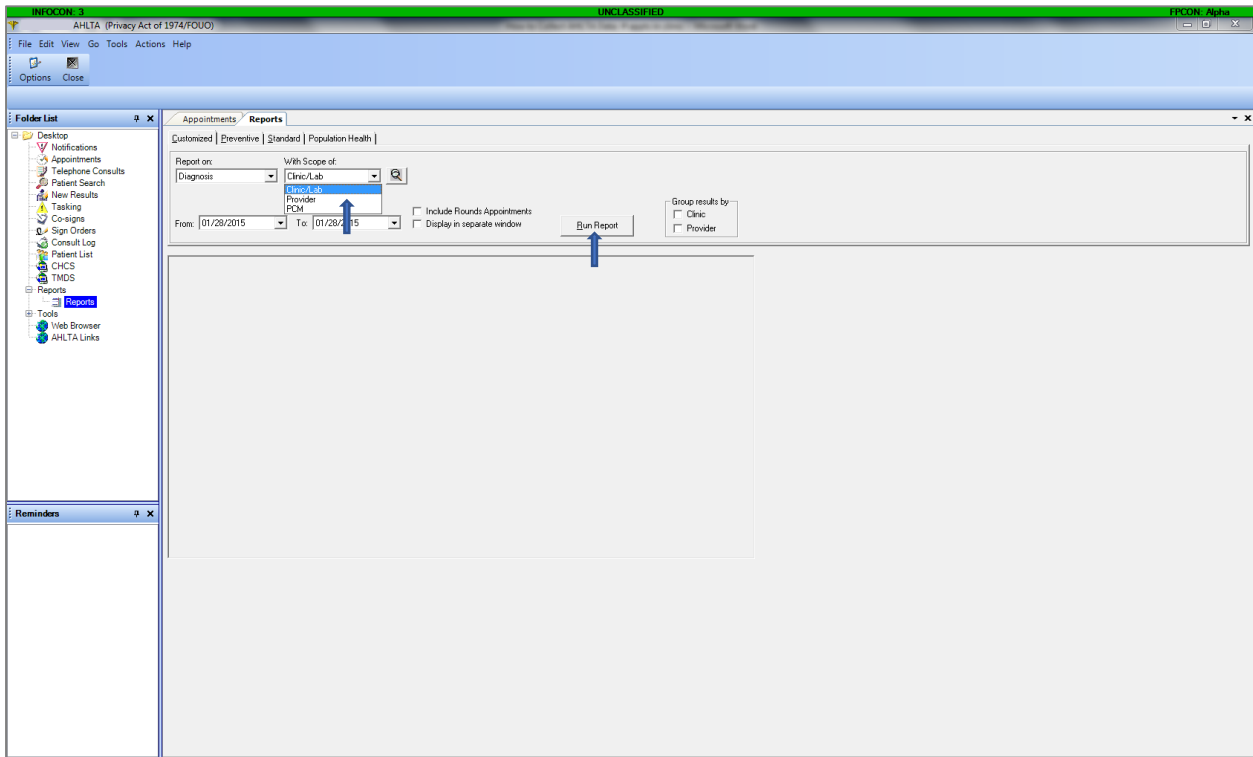
1. Select **Reports**.



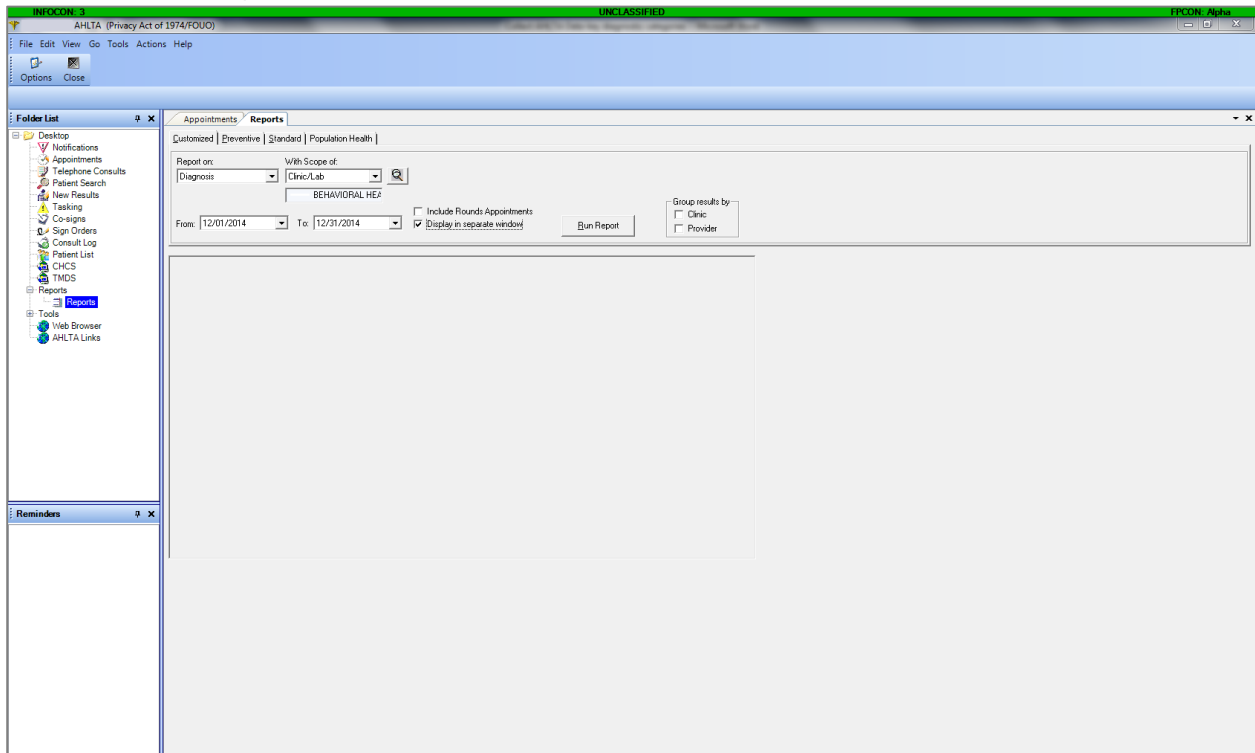
2. On **Reports** tab under **Report On:** select **Diagnosis**.



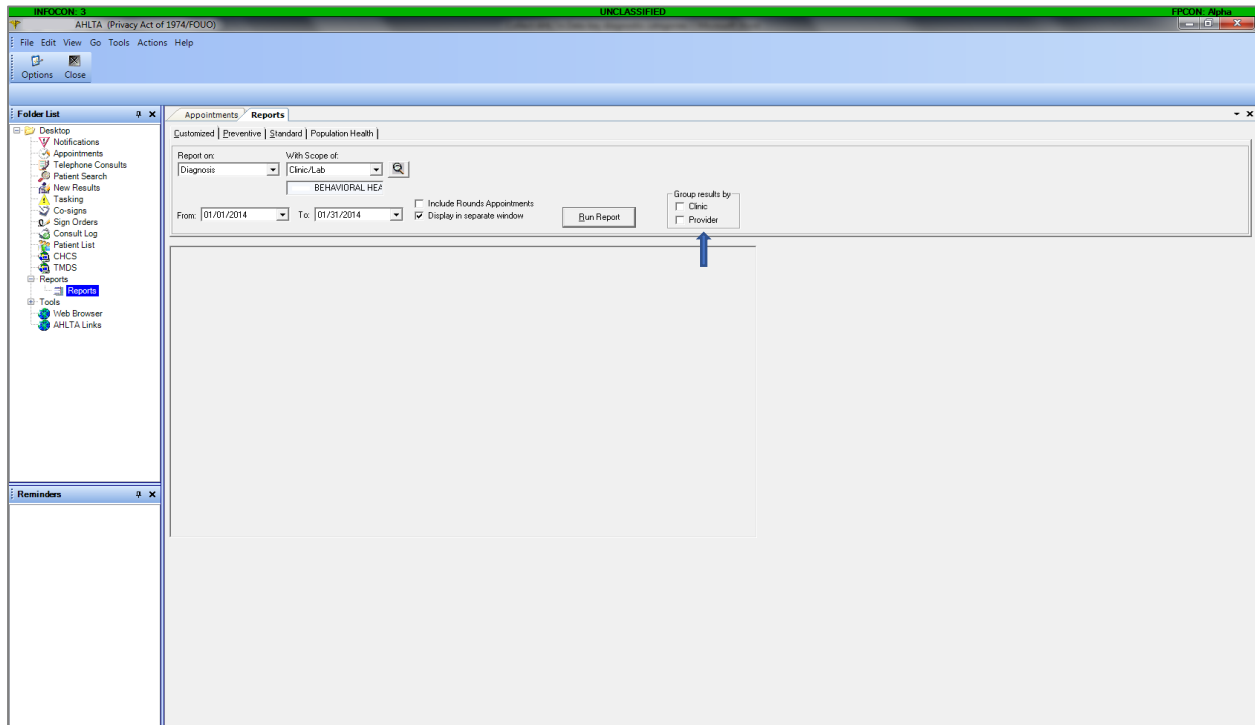
- Under **With Scope Of:** choose **Clinic/Lab**.



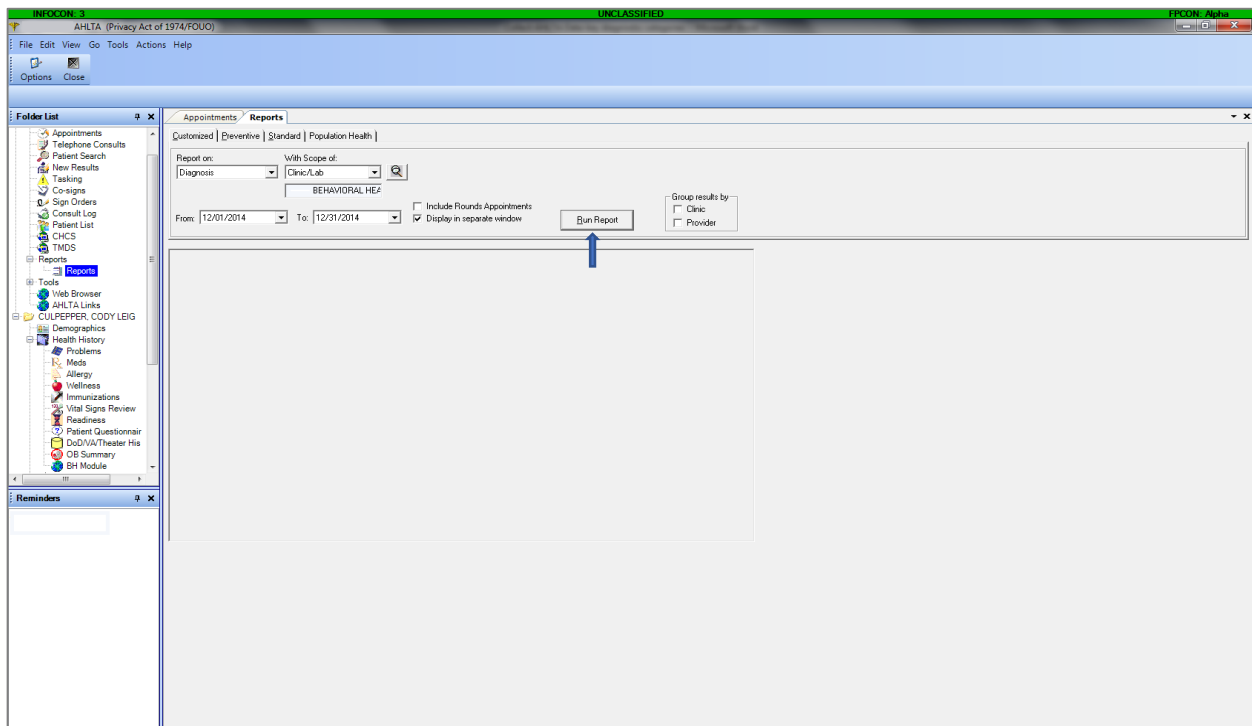
- Select the **dates for the month** of the current report. For example, in the screen shot below, the dates for December 2014 range from 12/01/2014 to 12/31/2014.



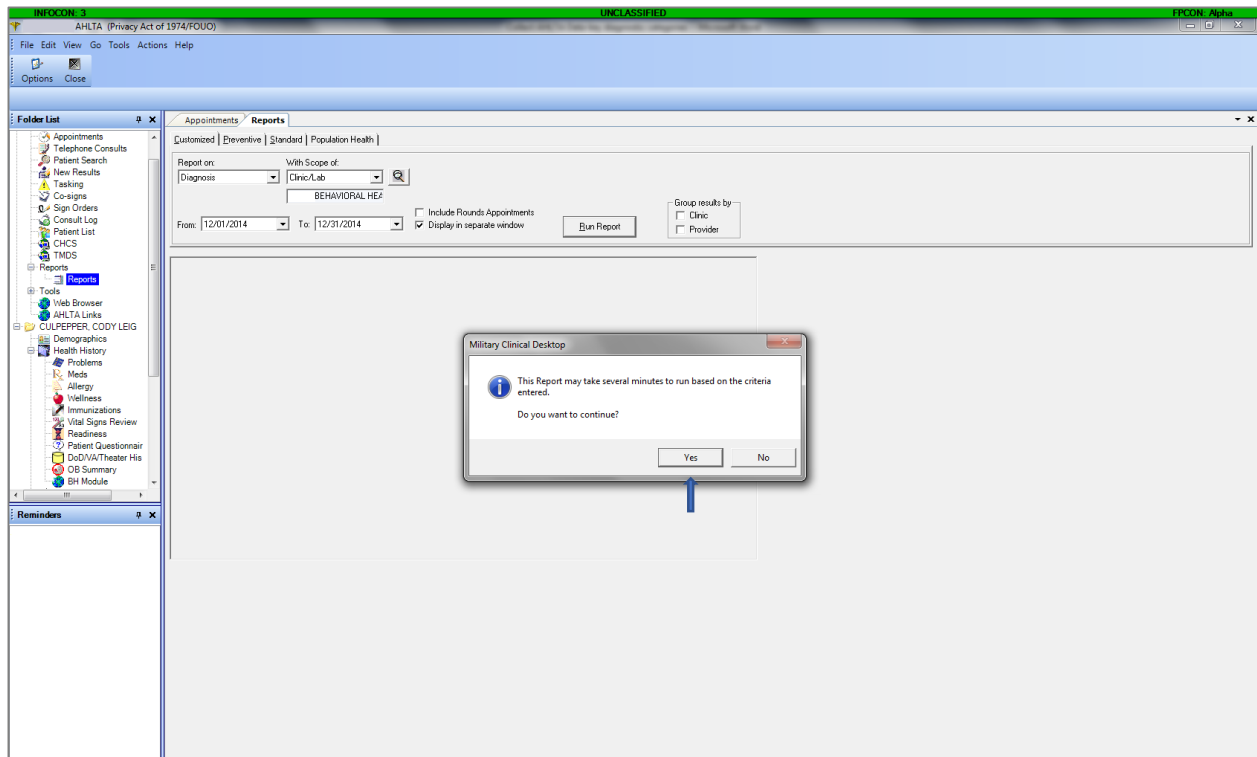
5. Make sure the **Group results by** section below is not checked. If **Clinic** is checked, then it will present the results in alphabetical order rather than by frequency. If **Provider** is checked, then the results will be broken up by provider.



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



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



8. The report will look like this.

Diagnosis Description	ICD	
Posttraumatic stress disorder	309.81	210
Encounters for unspecified administrative purpose	V58.9	131
Anxiety state, unspecified	300.00	100
Depressive disorder, not elsewhere classified	311	70
Health examination of defined subpopulations	V75.5	70
Adjustment disorder with mixed anxiety and depressed mood	300.28	70
Attention deficit disorder of childhood with hyperactivity	314.01	60
Bipolar disorder, unspecified	296.80	36
Generalized anxiety disorder	300.02	36
Major depressive disorder, recurrent episode, unspecified	296.30	34
Other specified counseling	V65.49	26
Adjustment disorder with anxiety	309.24	26
Observation for other suspected mental condition	V71.09	25
Dysthymic disorder	300.4	24
Major depressive disorder, single episode, unspecified	296.20	21
Other and unspecified alcohol dependence, unspecified	303.90	20
Adjustment disorder with depressed mood	309.0	18
Unspecified adjustment reaction	309.9	18
Unspecified nonpsychotic mental disorder	300.9	17
Counseling for mental and partner problems, unspecified	V61.10	16
Other psychological or physical stress, not elsewhere classified	V62.89	16
Attention deficit disorder of childhood without mention of hyperactivity	314.00	15
Other issue of medical certificates	V68.09	15
Social phobia	300.23	15
Counseling for parent child problem, unspecified	V61.20	14
Observation and evaluation for suspected abuse and neglect	V71.81	14
Adjustment disorder with mixed disturbance of emotions and conduct	309.4	13
Bipolar I disorder, most recent episode (or current) mixed, unspecified	296.80	13
Other unknown and unspecified cause of morbidity and mortality	799.9	12
Major depressive disorder, recurrent episode, in partial or unspecified remission	296.35	11
Unspecified psychosis	296.9	11
Bipolar I disorder, most recent episode (or current) unspecified	296.7	10
Major depressive disorder, recurrent episode, moderate	296.32	10
Interpersonal problems, not elsewhere classified	V62.81	9
Other bipolar disorders	296.89	9
Other occupational circumstances or readjustment	V62.29	9
Acute personality disorder	301.82	8
Oppositional defiant disorder of childhood or adolescence	313.81	8
Other acute reactions to stress	308.5	8
Personal history of traumatic 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)

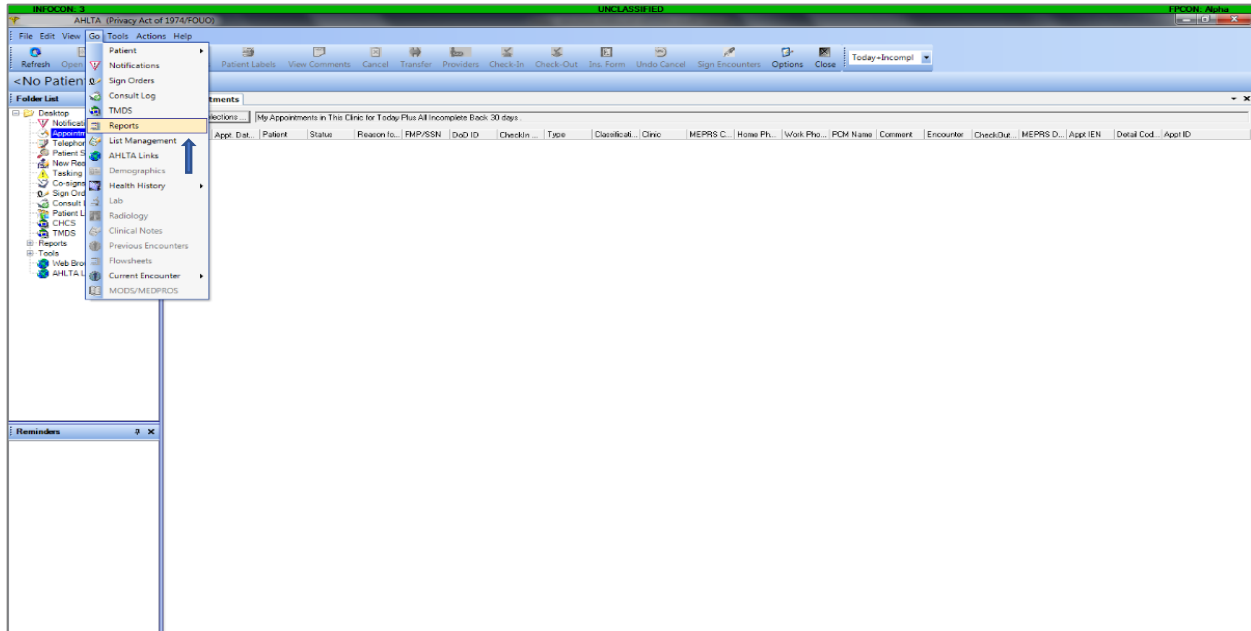
HIGHEST # DIAGNOSIS	COUNT
PTSD	224
Unipolar forms of Depression	217
All forms of Anxiety	191
Unspecified admin purpose (V68.9)	131
Health exam of defined subpop. (V70.5)	76
Adjustment disorder with mixed anxiety and depressed mood	75 * Depression/stress group possibly
ADHD, w/ hyperactivity	58
Bipolar d/o, unspecified	39
Other specified counseling (V65.49)	29
Observation for other suspected mental condition	25
Adjustment disorder with anxiety	28 * Stress group for these patients
Other and unspecified alcohol dependence, unspecified	20
Other psychological or physical stress, not otherwise classified	16 * May be appropriate for stress group
* remaining diagnoses are < 20 count	

KEY
Unipolar forms of Depression= Depressive disorder NOS, all forms of MDD, Dysthymic disorder, Adjustment disorder with Depressed Mood, mood disorder in conditions classified elsewhere
PTSD= PTSD, Other acute reactions to stress
All forms of Anxiety= Anxiety NOS, GAD, panic disorder w/o agoraphobia, OCD, Agoraphobia w/ panic disorder, Anxiety disorder in conditions classified elsewhere, other anxiety states

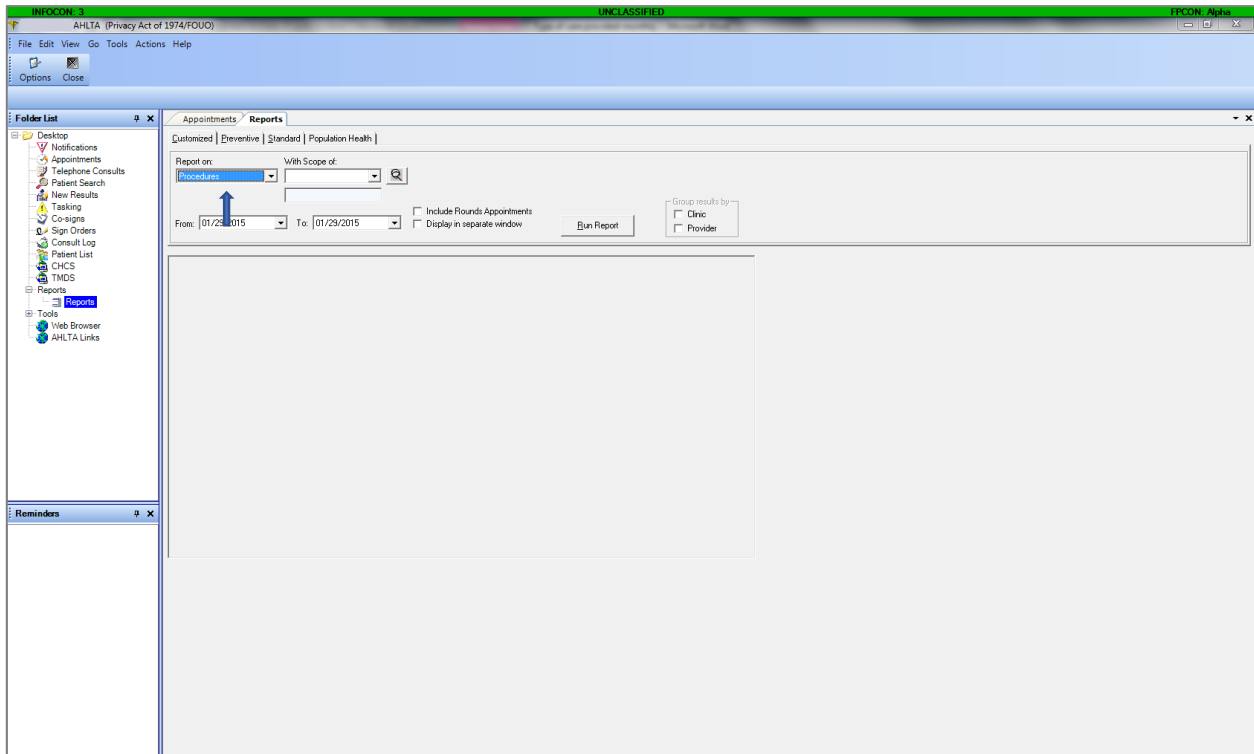
Type of Care Provided (by month)

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

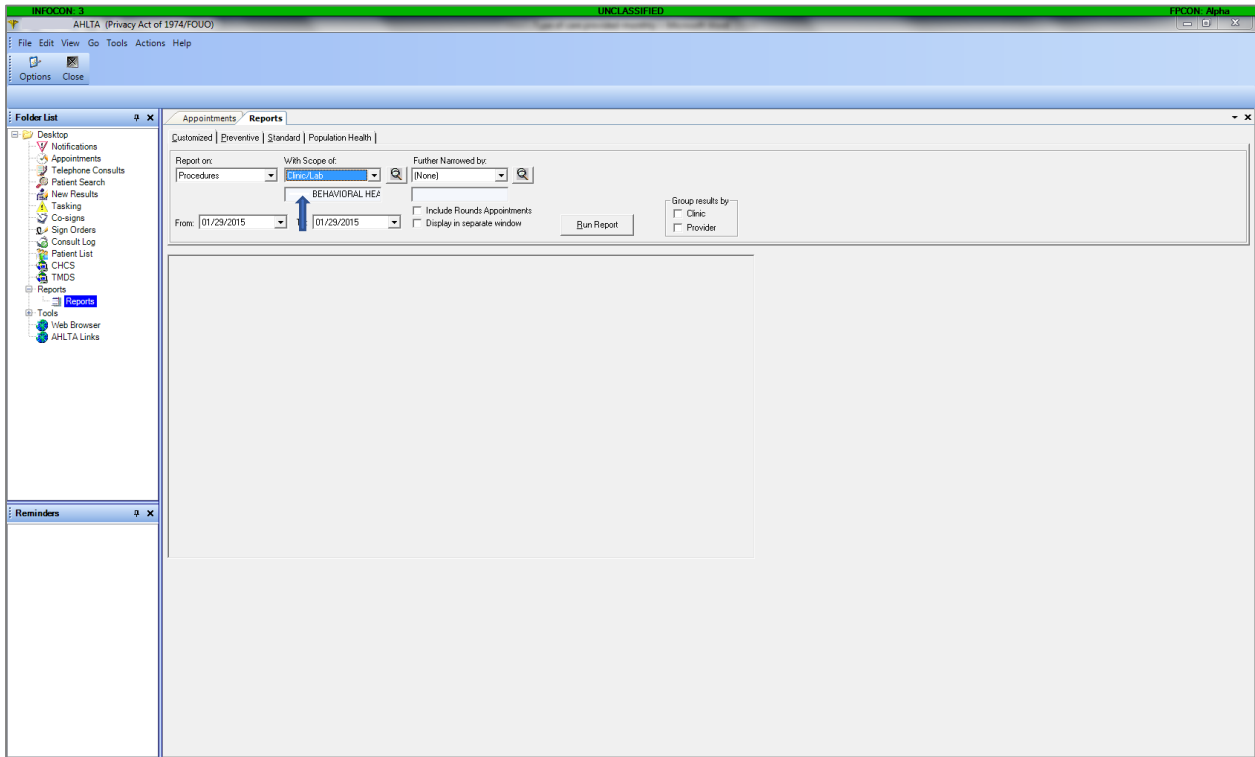
1. Select **Reports**.



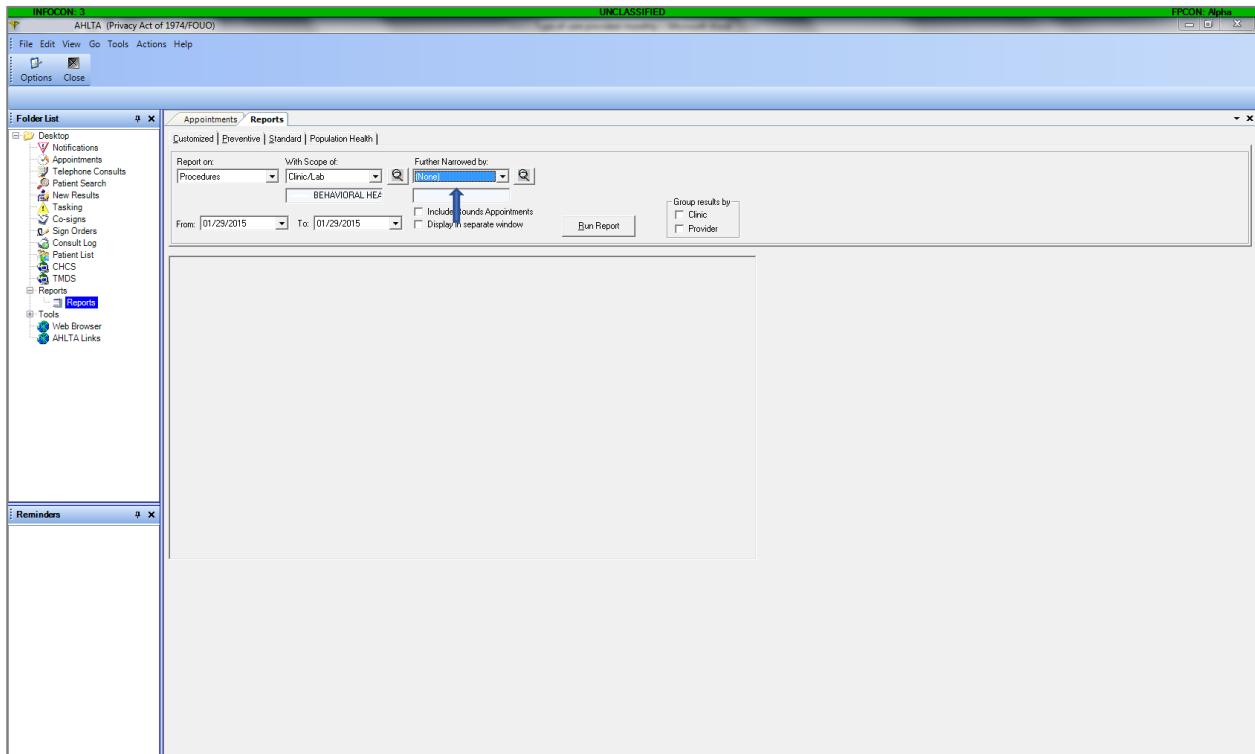
2. On **Reports** tab under **Report On:** select **Procedures**.



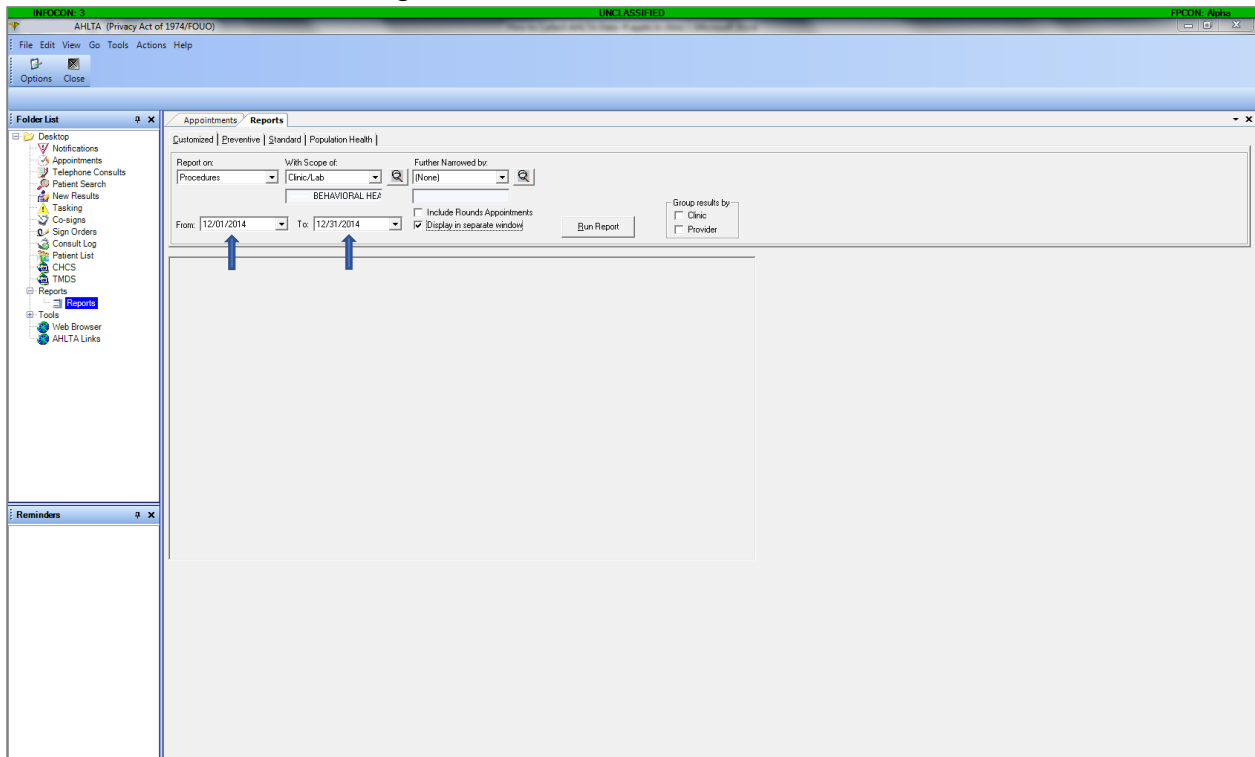
3. Under **With Scope Of:** choose **Clinic/Lab**



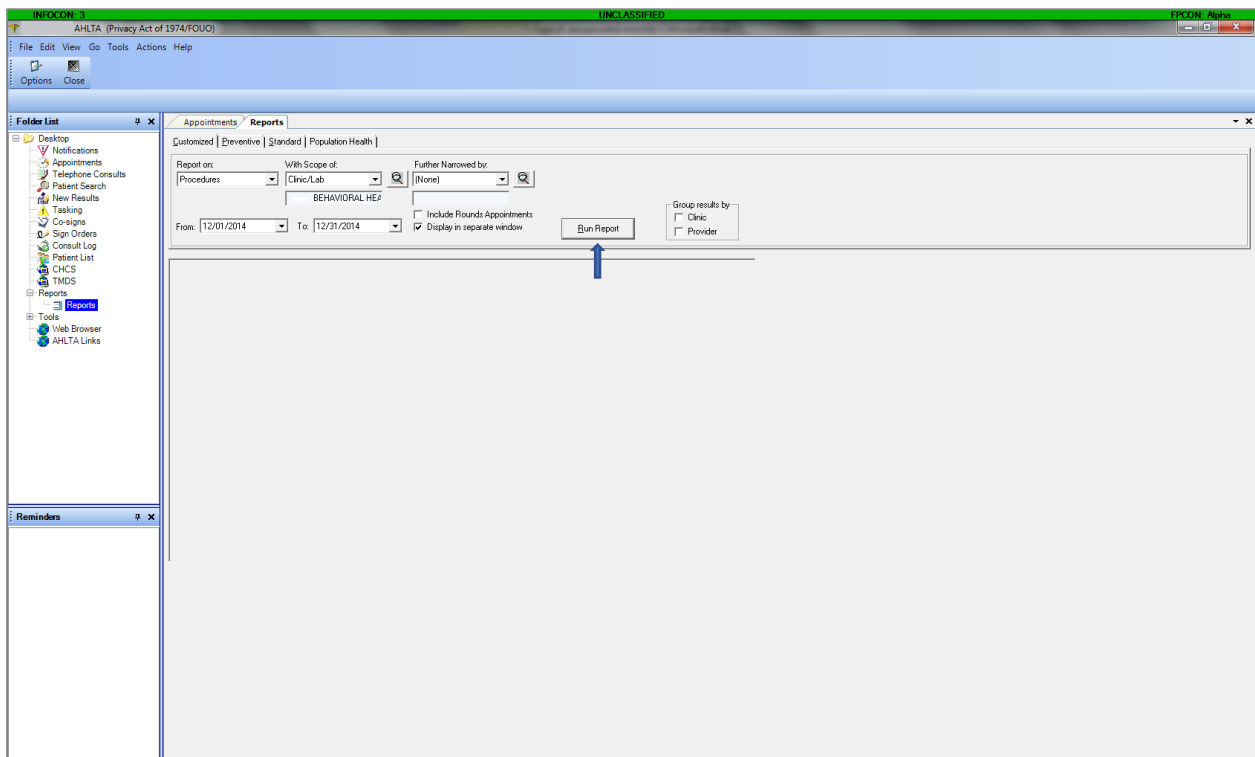
4. For this analysis, make sure the **Further Narrowed By:** section remains as **(None)**.



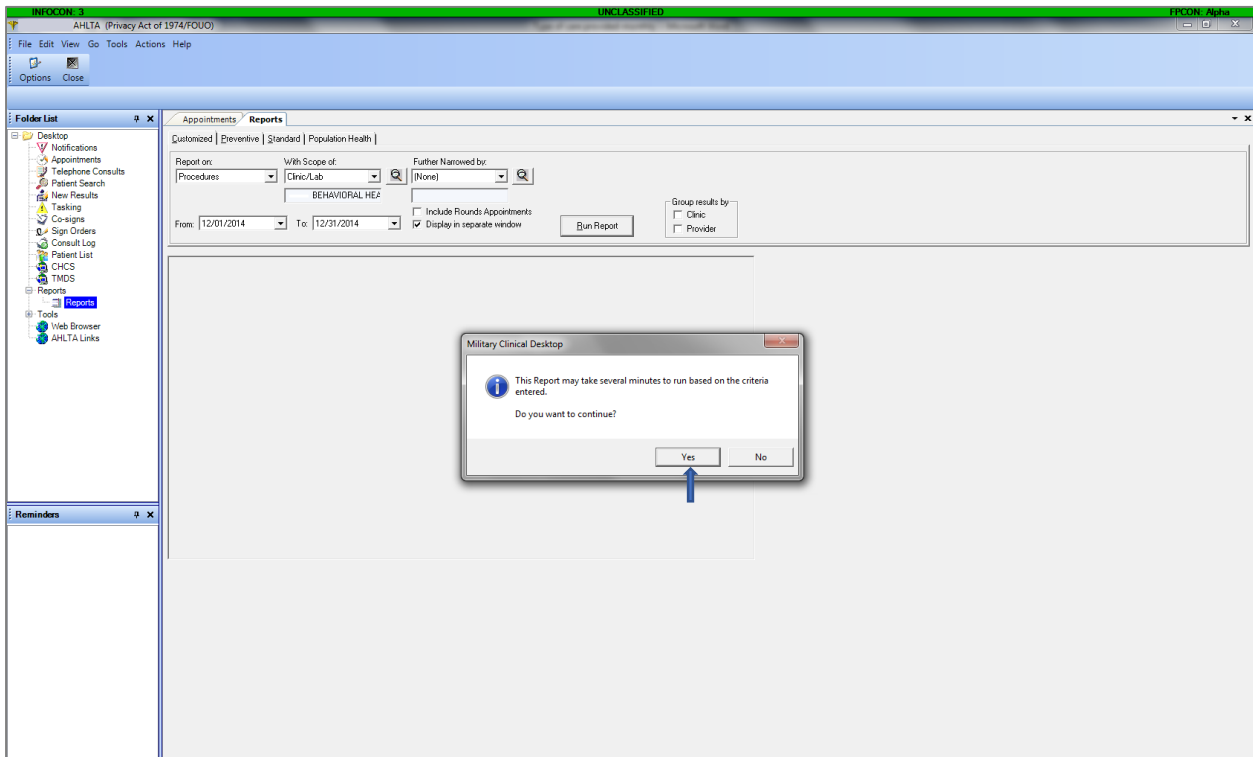
5. Select the **dates for the month** of the current report you are examining. For example, in the screen shot below, the dates for December 2014 range from 12/01/2014 to 12/31/2014.



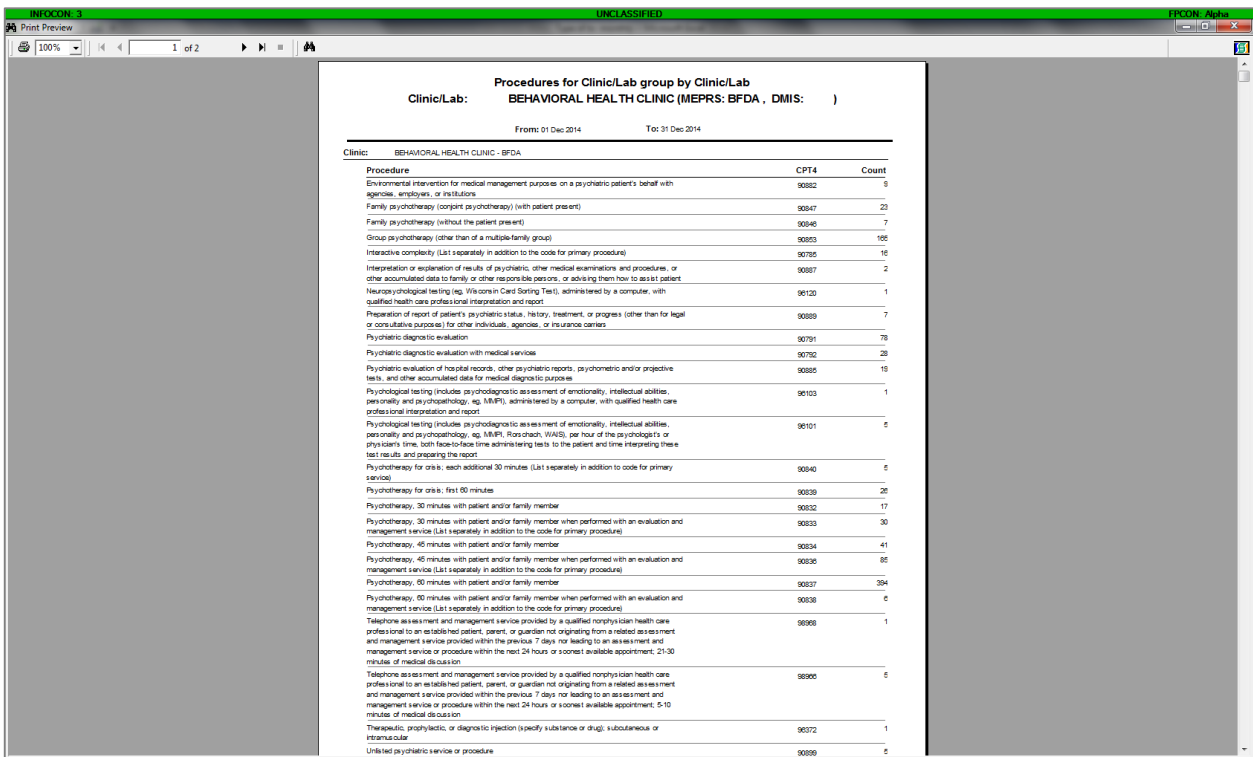
6. Click on the **Run Report** button.



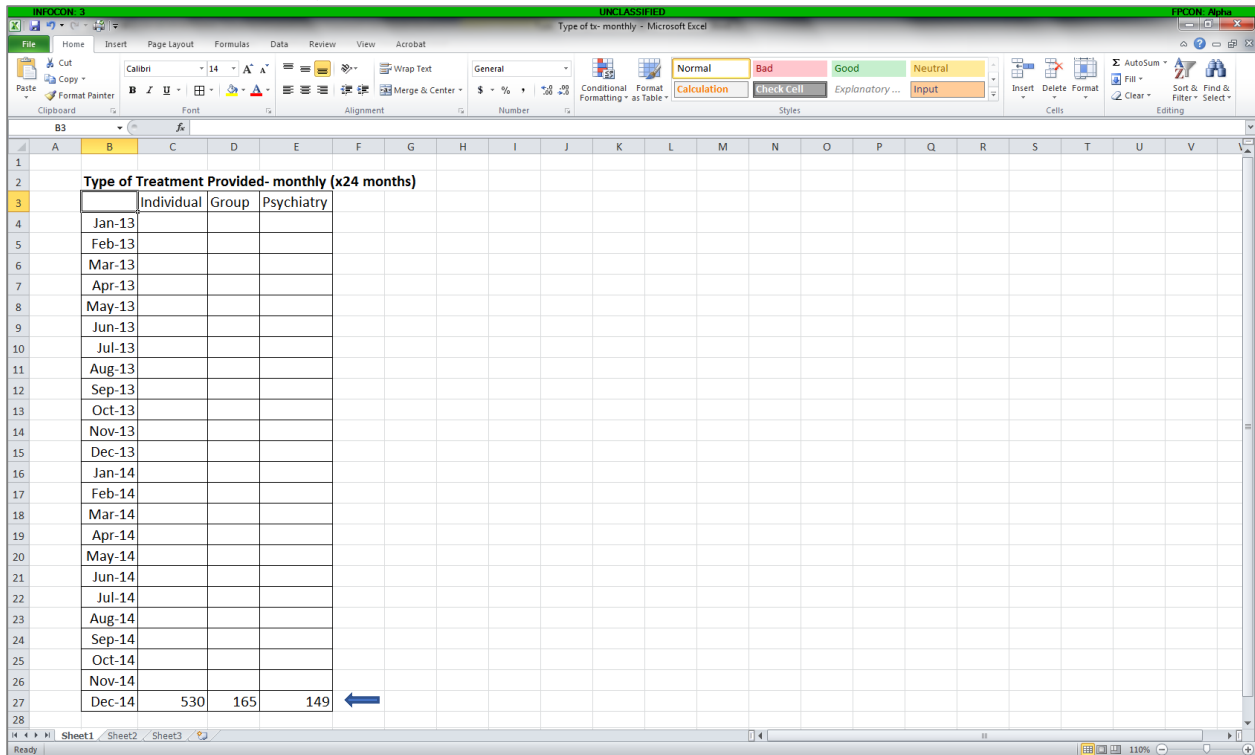
7. Be patient. The screen may show a message like the one below. Click **Yes**.



8. The report will look similar to this document.



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.