



TRAC

Transformation Accountability
Center for Mental Health Services

**Transformation Accountability (TRAC)
Center for Mental Health Services**

**NOMs Client-level Measures
Guide for Grantees and CMHS Staff**

**Reassessment Interview Rate Report
Training Presentation**

Version 6
February 2014

- This portion of this training will present the specifics of the **Reassessment Interview Rate Report**.



Reassessment Interview Rate Report

Purpose

- To monitor grant and program performance in reassessing consumers

Includes

- Number of Reassessments Due
- Number of Reassessments Received
- Reassessment Interview Rate

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- The **Reassessment Interview Rate Report** is a tool used to **monitor whether programs and grants are current with the collection of reassessment data.**
- This report is useful to both **CMHS staff** and **grantees** in the management of grantee performance regarding consumer reassessment interviews.
- It provides data regarding:
 - the **number of reassessment interviews due,**
 - the **number of reassessment interviews received,**
 - the **reassessment interview or completion rate within a selected Federal Fiscal Year (or Quarter) and the previous Federal Fiscal Year (or Quarter)**
 - and the **cumulative reassessment completion rate** for all years of the grant to date

The screenshot shows the TRAC Transformation Accountability Center for Mental Health Services website. The main heading is "Selecting the Report". On the left, there is a navigation menu with the following items:

- WesDax TRAC Reports
- Return to TRAC
- Services Outcome Measures
- Services Notification Report
- Services Reassessment Interview Rate
- Services Number of Consumers Served by FFY
- Services Cross Tabulation/Frequency

The main content area displays the following text:

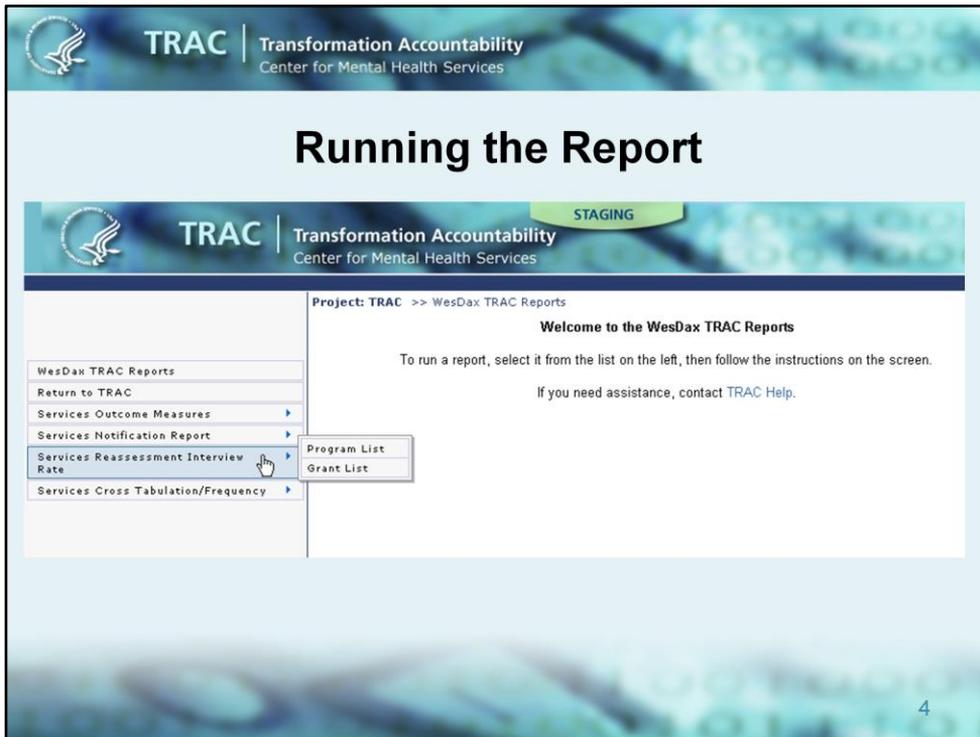
Project: TRAC >> WesDax TRAC Reports

Welcome to the WesDax TRAC Reports

To run a report, select it from the list on the left, then follow the instructions on the screen.

If you need assistance, contact TRAC Help.

- To **access this report**, click on Reports on the left menu of the main TRAC screen.
- On the reports page, you'll see a table that summarizes all the available reports. This is for your reference only.
- The reports are in another system, called the WesDax TRAC Reports System. To open it, click the link for the WesDax TRAC Reports System in the middle of the screen.
- The WesDax TRAC Reports system will open in another browser tab.
- While you are using the WesDax TRAC Reports system, your log-in in the TRAC system might expire. If this happens, just log-in again.



Select “Services Reassessment Interview Rate” on the left menu of the WesDax TRAC Reports page.

Select either Program List or Grant List depending on how you want to view the report. The Program List will show the report by Program and will allow you to select either all Programs or specific Programs (based on your access). The Grant List will show the report by Grant and will allow you to select all grants or specific grants (based on your access).

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Running the Report

Project: TRAC >> Services Reassessment Interview Rate >> Grant List

Services Reassessment Interview Rate

To run a default report, select "View".

To customize your report, use the menu on the right to make selections.

Document Description	Action
Services Reassessment Interview Rate	View

For a default report

Output as: PDF

Report By: By Grant

FFY - Federal Fiscal year: 2011

FFY Quarter: All quarters

Grant Information contains:

Previous Period Received: Lower Bound

Previous Period Due: Lower Bound

Previous Period Rate: Lower Bound

Selected Period Received: Lower Bound

Selected Period Due: Lower Bound

- To run a default report, click the View hyperlink next to Services Reassessment Interview Rate. This will run a report for the current FFY for all quarters reporting by Grant. It will automatically select all the grants or all the programs you have access to.

- To customize a report, you can make selections from the menu on the right of the screen. This is an optional step. The next few slides will give details of each selection.



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Selection Criteria

Output As
Output your report in HTML, PDF (default), RTF or Excel

Report By
Group your report by All Combined, Program, Cohort or Grant (default)

FFY- Federal Fiscal Year
Select any FFY or the current FFY (default)

FFY Quarter
Select “all” (default) or a specific quarter

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Remember that you can run a default report by clicking the View hyperlink next to Services Reassessment Interview Rate. This will run a report for the current FFY for all quarters reporting by Grant. It will automatically select all the grants or all the programs you have access to.

To customize a report, you can make selections from the menu on the right of the screen. This is an optional step. Now I will describe the details of the criteria you can select.

Output as

You can output your report in HTML, PDF, RTF or Excel. The default is PDF.

Report By

You can group your report by All Combined, Program, Cohort or Grant. The default is Grant.

FFY- Federal Fiscal Year

You can select any year from the start of TRAC to the current FFY. The default is the current FFY.

FFY Quarter

You can select “all”, Quarter 1, Quarter 2, Quarter 3 or Quarter 4. The default is “All”.

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Selection Criteria

Grant Information contains
Enter text/keywords to filter the report (default is blank)

Sort By
Change how the report is sorted

Sort Order
Sort in ascending (low to high) or descending (high to low) order (default is ascending)

Show Glossary
Select to show or not show a glossary of terms for the report (default is to *not* show the glossary)

Program or Grant
Select the grants or programs for the report (default is all the grants or programs you have access to)

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Grant Information contains

You can enter text/keywords to filter the report. The default is blank, meaning the report will not be filtered by this criterion.

Sort by

By default the report will sort by grant or program information. To change how the report is sorted, make a selection from the pull-down menu. The choices are Previous Selected Period Received, Previous Selected Period Due, Previous Selected Period Rate, Selected Period Received, Selected Period Due, and Selected Period Rate.

Sort Order

You can choose ascending (low to high) or descending (high to low) order for your sort. The default is ascending.

Show glossary

If you want to review a glossary of terms for the report, select yes. The glossary items also appear in the “key terms” section of this guide. The default is to *not* show the glossary.

Program or Grant

This section lists the grants or programs you can run the report for. By default, all the grants or programs you have access to will be selected.



In this example of the cover page, you can see that the report was run for:

- **Report by = Grant**
- **Grant Status-Active Grants only**
- **FFY = 2014**
- **FFY Quarter = All**
- **All Available Grants**
- and the **data entered as of date**

The following notes are shown at the bottom of the cover page.

1. This report is updated once every 24 hours, and includes all data entered as of the time it was last updated. Check the date and time at the top of this report to see when it was last updated.
2. Due to the window of eligibility, it is possible to have a reassessment received before it is due.
3. A percentage that is bolded and in red indicates the rate is below 80.0%. (Notice that the rate for the 2008 FFY is bolded and in red because it is less than 80%.)



Report by Grant, FFY 2009, and All FFY Quarters

Reassessment Interview Rate Report Program=ProgA

Grant ID	Grant Information	FFY08 Received	FFY08 Due	FFY08 Rate	FFY09 Received	FFY09 Due	FFY09 Rate	Cumulative Rate
SM0001	MH Community Group Rockville, MD 10/1/2007-09/30/2012	97	114	85.1%	164	187	87.7%	85.7%
SM0002	SA Group Rockville, MD 09/30/2009- 09/29/2014	193	278	69.4%	292	361	80.9%	74.9%
Total Grants: 2		290	392	74.0%	456	548	83.2%	80.4%
Program Summary: 59		10370	12680	81.8%	15280	18220	83.9%	82.0%

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After you have made your selections, click view to run your report. Remember that you can just select view without setting any criteria to get a default report.

This slide shows an example report run for two grants.

Since this report was run by Grant, the first two columns show the Grant ID and the Grant Information. The first 3 columns of the reassessment data show the reassessment data for the previous FFY for comparison purposes to the selected FFY.

To print the report output select PRINT from your web browser's File Menu or use the PRINT button in the browser's toolbar.



Column Heading Definitions & Interpretation

Report columns

- ✓ Received*
- ✓ Due*
- ✓ Rate*

* **Please note:** These values are provided for the selected FFY and/or FFQ and the previous FFY and/or FFQ

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In the next few slides, we will **go through each of the report column definitions and how to interpret the results of this report.**

As we've mentioned, this report will provide you with the following information:

- The number of reassessment interviews **received**
- The number of reassessment interviews **due**
- And, the reassessment interview or **completion rate**

So, in the table for this report, the **column headings are:**

- Received**—for the FFY and/or FFQ selected in the date filter, as well as the previous FFY/FFQ
- Due**—again, for the FFY and/or FFQ you specified using the date filter, and the previous FFY/FFQ
- Rate**—showing the completion rate within each FFY and/or FFQ included in the report as well as the cumulative to date rate for the grant



Received

Total number of reassessment interviews received as of the current date for the Federal Fiscal Year (FFY) and/or Quarter(s) selected

- Number received excludes:
 - ✓ Interviews conducted prior to the grant's goal start date,
 - ✓ during an "inactive" episode of care, or
 - ✓ outside the window of eligibility.
 - ✓ Reassessment records entered in TRAC after a reassessment has already been entered for that time point

Please note: Administrative reassessments do not count toward the completion rate

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- The column **Received**—displays the total number of **Reassessment Interviews** received **to date for the FFY and/or FFQ specified in the report.**
- **NOTE: Reassessment interviews are counted as received within the FFY/FFQ for which they were due** (NOT necessarily the same as the FFY/FFQ during which they were entered in the TRAC system)
- **The number of Reassessment interviews received excludes any interviews that were completed:**
 - Prior to the grant's start date
 - During an episode of care that is no longer active
 - That is completed outside of the window of eligibility for the reassessment period [we'll review the windows of opportunity toward the end of this presentation]
- Also, please note that **administrative reassessments (whether completed within the window of eligibility or not) do not count** toward the completion rate.



Due

Total number of reassessment interviews due within the Federal Fiscal Year (FFY) and/or Quarter(s) selected

- Number due excludes interviews due:
 - ✓ prior to the grant's start date
 - ✓ on/after the grant's end date
 - ✓ during an "inactive" episode of care
- Other exclusions:
 - ✓ reported would not be submitting data for next reassessment
 - ✓ administrative reassessment status = no contact with consumer within 90 days of last encounter
 - ✓ discharge record (interview or administrative) completed before the end of reassessment window

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- The column **Due**—is calculated as the **total number of Reassessments DUE within the FFY and/or FFQ specified in the report.**
 - The **ACTUAL DUE DATE** (not the span of the dates in the window of eligibility for the interview time point) will determine in which FFY column it is counted.
 - **In other words, the reassessment will not be counted in the # due for the FFY and/or FFQ specified until it reaches the actual due date—not just when the window of eligibility opens.**
- The number of Reassessment interviews due excludes any interviews that were due:
 - Prior to the grant's start date
 - On or after the grant's end date
 - During an episode of care that is no longer active

Reassessment interviews can also be excluded from the # DUE if:

1. **You had indicated in an earlier interview (Baseline or Reassessment) that you would not be submitting data for the next reassessment**
 - FOR THIS INTERVIEW TO BE EXCLUDED FROM THE # DUE—For records collected prior to 3/1/13, you should not collect interviews until 4/1/13. You would have had to submit a previous administrative record (Baseline or Reassessment), indicated that you were unable to conduct the interview (specifying the reason why), and that for the next reassessment you would only be submitting "administrative data" or "no data—will only provide discharge status." For records collected after 3/1/13 if you indicate that the consumer refused all interviews, future reassessments will not be counted as due.
2. **You have lost contact with the consumer for 90 days or more**
 - TO EXCLUDE THIS TYPE OF CASE—you would need to enter an administrative reassessment record in TRAC, and answer "NO" to question 1 in Section I—Reassessment Status—indicating that you've not had contact with the consumer within 90 days of your last encounter.
3. **You have discharged a client before the end of the window of eligibility for the reassessment interview**
 - TO EXCLUDE THIS CASE FROM THE # DUE—you would need to have entered a

discharge record (interview or administrative) with a date that occurs before the end (or last day) of the window of eligibility for the reassessment interview.

- After that—all future reassessments for this consumer in this episode of care will be excluded from the # of reassessments due.
- NOTE: the NOMs tool only asks for the MONTH and YEAR for the DISCHARGE DATE—typically the default is set for the 15th of the month entered, however, for the purposes of this report—the default will be the 1st day of the month entered. (e.g., 12/2009=12/1/2009)



Rate

$$\text{RATE} = (\# \text{ reassessments received} / \# \text{ of reassessments due}) \times 100$$

Please note:

- ✓ Rates below 80% will be displayed in bold, red font—indicating it is below the minimum acceptable completion rate
- ✓ Possible to have completion rate > 100%—completing interviews early in the window of opportunity (before the actual due date)

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- The column **Rate**—is calculated as the **# of reassessment interviews received divided by the # of reassessments due within the FFY and/or FFQ specified in the report** (then multiplied by 100 to get the percentage)
- The column **Cumulative Rate**—is calculated as the **# of reassessment interviews received divided by the # of reassessments due across all years of the grant to date** (then multiplied by 100 to get the percentage)

A COUPLE OF IMPORTANT NOTES ABOUT THE COMPLETION RATE:

- If the **Reassessment Rate is below 80% it will be displayed in bold, red font** indicating that it is below the minimum acceptable completion rate.
- Given the lag between the opening of the window of eligibility for a reassessment interview and the actual due date—it is possible to have a rate greater than 100%--what this means is that the **number of completed reassessments entered in TRAC is larger than the number of interviews that were due (based on the actual due date) for the FFY/FFQ selected.**
 - **You should know that the completion rate can change on a daily basis**—what will happen is that as the **actual due date** passes for interviews that were completed **early in the window of eligibility**, the completion rate will adjust accordingly.



Column Interpretation: “N/A”

N/A will appear in report columns if:

- the selected or prior FFY (or FFQ) ends prior to the grant's start date
- the selected or prior FFY (or FFQ) begins on or after the grant's end date

Please note: All grants selected in the report filter will be displayed and tallied in the “Total Grants” row in the report regardless of whether “N/A” appears in the report columns

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- **YOU SHOULD KNOW THAT THERE ARE A SEVERAL CIRCUMSTANCES IN WHICH** you may see **N/A** displayed in your report table.
 1. If the FFY or FFQ you've selected **ends prior to the grant's start date**—N/A will be displayed for every column for that grant
 2. If the **prior** FFY or FFQ **ends prior to the grant's start date**—N/A will be displayed in each column under the prior FFY or FFQ for that grant
 3. If the FFY or FFQ you've selected **begins on or after the grant's end date**—N/A will be displayed in each column under that FFY or FFQ for that grant
 4. If the **prior** FFY or FFQ **begins on or after the grant's end date**—N/A will be displayed for every column for that grant

NOTE: all grants selected in the report filter will be displayed and tallied in the “TOTAL GRANTS” row in the report regardless of whether N/A appears in the report columns



Due Dates and Interview Windows

- Reassessment interviews should be conducted:
 - ✓ Every 180 calendar days from baseline (actual due date)
 - ✓ Every 6 months (180 days) for the duration of the consumer's treatment
- Window of eligibility for completing interview
 - ✓ 30 calendar days before and after the due date

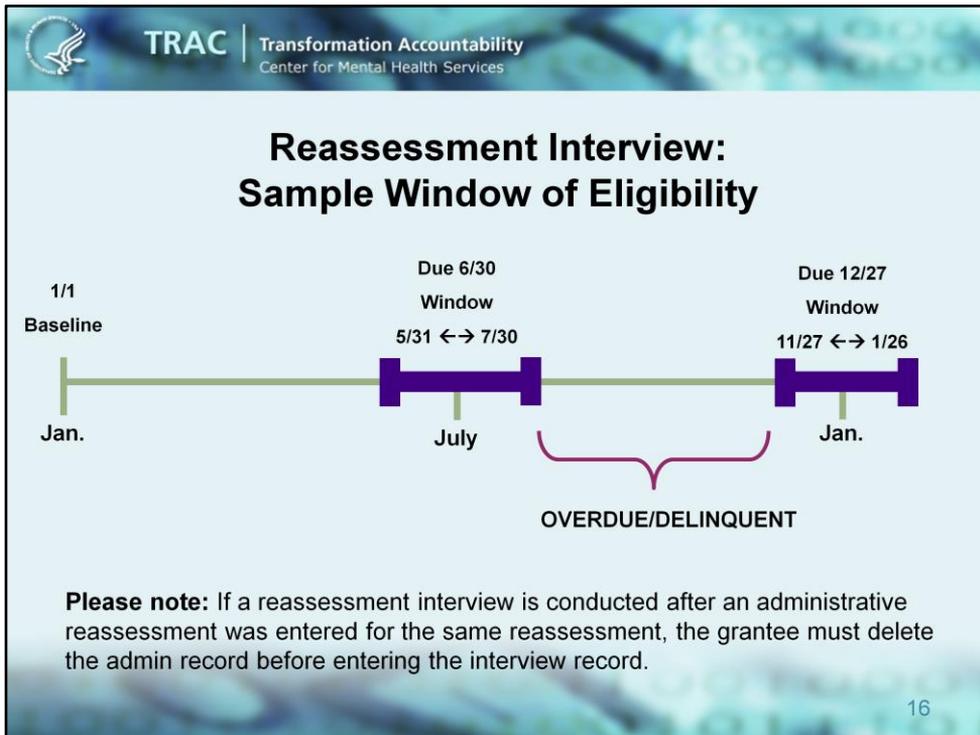
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• Reassessment interviews should be conducted with consumers **every 6 months (180 calendar days) from the Baseline interview date (or the date the Baseline was attempted).**

• The 1st reassessment interview should be conducted **6 months from the Baseline Interview date.** Thereafter, reassessment interviews should be conducted **every 6 months for the duration of the consumer's treatment.**

• The window of eligibility for **conducting the reassessment interview** is **30 calendar days before and after the due date**

• The next slide shows an example of windows of eligibility for reassessment interviews



This slide shows a sample timeline with the windows of eligibility for conducting reassessment interviews. The actual windows of eligibility for conducting the interviews are **highlighted here by the bold, purple line**.

- In this example, the consumer completed a baseline on January 1st.
 - The **1st reassessment** would then be due on **6/30**
 - **The window of eligibility** for completing the interview is 30 calendar days before or after the due date.
 - In other words, you have from 5/31 to 7/30 to conduct the interview.
 - The **due date for the 2nd reassessment** is, again, measured from the intake date of January 1st.
 - Therefore, the actual due date for the 2nd reassessment is 12/27.
 - Following the same rule, the window of eligibility for the 2nd reassessment is 30 calendar days before or after 12/27.
 - You have from 11/27 to 1/26 to conduct the 2nd reassessment.
- If you reach the end of the window of eligibility without conducting a reassessment interview with the consumer, then **you must submit** an administrative reassessment before the start of the next window of eligibility.
- **Please note, the dates in the examples do not account for dates in leap years.**



Transformation Accountability (TRAC) Resources

- Materials on the TRAC website
 - ✓ <https://www.cmhs-gpra.samhsa.gov/index.htm>
under the General Info & Training tab
- TRAC Help Desk
 - ✓ Phone: 1-888-219-0238
 - ✓ Email: TRACHELP@westat.com

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Please visit the TRAC website for more information regarding the Services Activities module.

The TRAC website contains written training guides, power point presentations, and self-guided e-trainings. They are located under the General Info & Training > Services/NOMs Client-level Measures > Report Guides & Presentations.

If you have any other questions please contact the TRAC Help Desk.
Help Desk hours of operation are from 8:30am to 7:00pm ET by telephone or email.

This concludes the training on the TRAC Client-level Measures Module Data Entry and Basic Reports training.