

# CAPA and DATA

What would be  
HELPFUL!

# What Already Exists?

- \* All DHB are required to send data to the Ministry (Primhd)
- \* There will be someone (most likely a data analyst) in your organisation responsible for this and there will be the capacity to run reports on this data
- \* Get to know these reports and be your data analyst's best buddy!

# CHOICE

- \* Working out the number of CHOICE appointments required :
- \* 1. Know the number of ACCEPTED referrals received in the quarter
- \* 2. Know your annual number YTD and compare this with previous year



# Example for CHOICE



- \* REMEMBER factors influencing data e.g. School Holidays, Covid-19
- \* The 2nd quarter of last year 120 accepted referrals= 10 CHOICE appointments a week, however YTD there has been a 10% increase in accepted referrals , therefore we project we need to provide 12 Choice appointment per week (10% of 120=12)









# Report Required for CHOICE

- \* The ability to select a date range
- \* The ability to select “accepted” referrals only – this requires robust rules/processes for your admin team
- \* The ability to select a team or a group of teams
- \* The ability to export data into e.g. excel to allow analysis

# Column Headers to consider

Start Date   End Date  

Team Type   Team  

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NHI	Client name	DOB	Current Age	Age at referral	Gender	Ethnicity	School	Domicile Description	Referral start	Referral end	Referral source
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# Partnership

- \* Know your conversion rates from CHOICE to partnership
- \* Know your average number of Face to Face per episode (for your job plan multiplier)
- \* Know the number of accepted referrals and discharges every month (flow management – do you need a letting go day)
- \* Know your current case load

# Stats I find helpful to keep

CHOICE OUTCOME

New Partnerships

Resolved at CHOICE

Referred on after CHOICE

CHOICE DNA

CHOICE+1 (phone)

CHOICE+1 Face to Face

Referral Information

Total referrals

Accepted referrals

Rejected Referrals

Urgent

Discharges



# How

DUTY APPOINTMENT BOOKINGS		Initials:	Date:	
Client name: _____		Yth	Child	Rod
CHOICE appt Y / N		ABT Choice appt	Y / N	
URGENT appt	Y / N			
Appointment details (advise to come 10 minutes earlier to complete the forms)				
Date (e.g. Tuesday, 20 <sup>th</sup> May): _____		Time: _____		
Location (please tick): <input type="checkbox"/> Paramount <input type="checkbox"/> CHU <input type="checkbox"/> Other _____				
<b>Duty clinician - Please tick:</b>				
<input type="checkbox"/>	Confirmed with client and/or caregiver	<input type="checkbox"/>	Entered into Outlook choice and sent	
<input type="checkbox"/>	Documented in HCC notes	<input type="checkbox"/>	Choice care plan open in HCC	
Interpreter required/booked Y/N		Cultural support required/booked Y/N		
<b>ADMIN TO COMPLETE</b>				
<input type="checkbox"/>	Placed into CHOICE/URGENT folder	<input type="checkbox"/>	Appointment letter sent	
<b>Choice clinician</b>				
<input type="checkbox"/>	Acc in to p/ship	If yes – what are the issues? _____	K/W _____	
<input type="checkbox"/>	Resolved	<input type="checkbox"/>	Inappropriate and referred to _____	
<input type="checkbox"/>	CHOICE + 1	CHOICE + 1 OUTCOME	<input type="checkbox"/> F2F	<input type="checkbox"/> P/C
<b>DNA</b> - made contact to reschedule Y/N no contact made – <b>send a DNA letter</b> Y/N -close				
Attach demographic and consent form – <b>RETURN ALL</b> paperwork to admin				
<b>Admin to complete:</b>				
<input type="checkbox"/>	Update PIMS/HCC with demographic information – scan Consent form into HCC			
<input type="checkbox"/>	Update outlook choice appointment with outcome			
If for partnership – follow the process				



# Discharge Report

Start Date 1/04/2020



End Date 1/05/2020



Service District



Team Marinoto Rodney West

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100%



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## MHR05 Team Discharges between 01-Apr-2020 and 01-May-2020

Note: The direct contact count includes a face to face contact without a DNA or a scenario where the value of contact type as well as activity type in a clinical note is 'Group'

### Marinoto Rodney West

NHI	Client	Age at referral	Discharge Date	Days in service	Discharge Reason	Discharge referral source	Primary Diagnosis	Case Worker	Direct Contacts	Contact Duration
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# Dashboard

## Demographic:

Age at referral:	15
Current Age:	16
Ethnicity:	New Zealand European
Gender:	Male
Smoking Status:	No Never Smoked

Address:

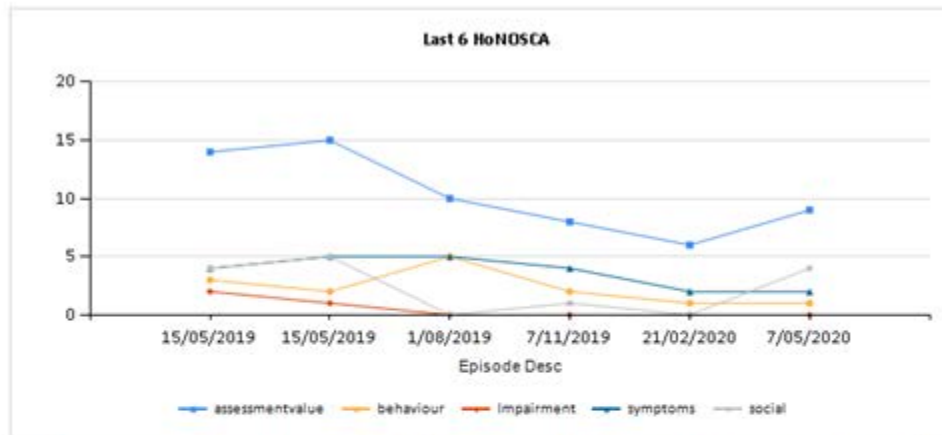
## Diagnosis:

Principle:	Major Depressive Disorder - Non specified
Provisional:	
Other:	

## Forms Completed:

Transition Plan:	Completed
Choice Letter:	Completed
Family Violence:	Not Completed
Smoking Cessation:	Completed
SACS:	Completed
SACS Score:	0

## HoNOSCA:



	New Referral	New Referral	3 month Review	3 month Review	3 month Review	Discharge - No Further Care
Total Score	14	15	10	8	6	9
Behaviour	3	2	5	2	1	1
Impairment	2	1	0	0	0	0
Symptoms	4	5	5	4	2	2
Social	4	5	0	1	0	4
Date	15/05/2019	15/05/2019	1/08/2019	7/11/2019	21/02/2020	7/05/2020

## Days Since:

FTF Contact	87
Last HoNOSCA	10

## Upcoming Dates:

Next HoNOSCA	6/08/2020
Days to HoNOSCA	80

## Treatment:

Referral Open For:	376
Days waited:	7
Days to First HoNOSCA:	365
Total Contacts:	158
FTF Contacts:	27
DNA Contacts:	10
Crisis Contacts:	2
Family Contacts (Client Present):	0
Family Contacts(Client Not Present):	0
Contacts Cancelled by Client:	0

Intervention: **CBT-specific**

## Episodes:

CASE TITLE	Past	Current
Child & Youth	1	1