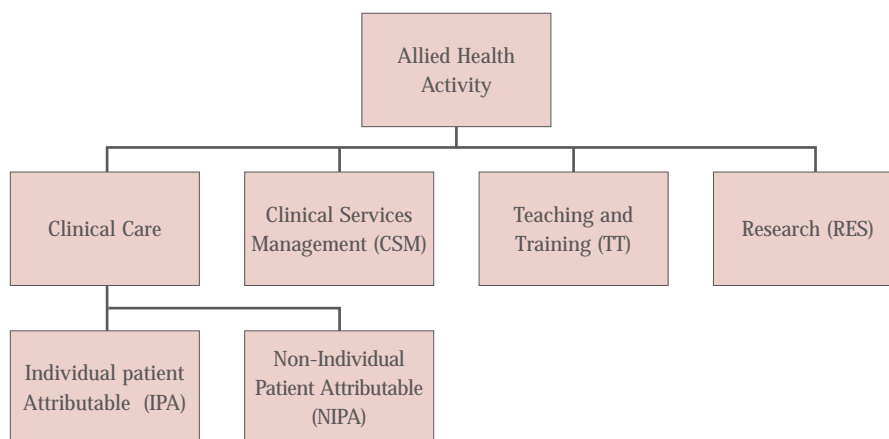


Appendix 20 Data Collection User Guide

Allied Health Statistics Spreadsheet User Guide

The Data Collection Spreadsheet is available on the HAU website at http://qheps.health.gov.qld.au/obd/hau/allied/html/ah_data/resources.htm

This spreadsheet allows staff to account for their time in accordance with the Allied Health Activity Hierarchy (minimum data set).



Entering Data

The spreadsheet consists of four Sheets labelled: Inpatient Data, Outpatient Data, Other Data Sets and Daily Collation.

Patient Data (IPA time)

A separate sheet exists for inpatient data and outpatient data however the layout and operation of the sheets are identical.

- Patient details are entered into each row of the table.
- Columns exist to collect Date (of first Occasion of service), Patient Name, Patient Initial, Patient identification (UR) number, Referral Source, Ward, Eligibility status (eg public patient).
- The status column exists to record patient status at the end of the month eg. D/C (discharged), T/F (transferred). If the patient is still an inpatient then this column should be left blank so that these remaining patients can be transferred to the next month.
- Drop down menus are used where possible to ensure that data is entered consistently. The menu options can be modified to suit different sites – this is shown in the section 'Modifying the Spreadsheet'.

- All time is entered as time units (1 unit = 15 minutes).
- **Patient time and occasions of service for New (initial) encounters** must be entered in the dedicated columns of the larger table. The occasion of service will always be 1 because subsequent occasions of service will be counted as reviews.

If staff want to use the daily collation calculator to keep track of their daily time they need to also enter new patient time in the smaller table below the main spreadsheet. When using this small table, the time for all initial occasions of service that occur on the same date are added and entered as a single time. For example, if on the 1st day of the month 3 new inpatients were seen taking 30, 15 and 45 minutes respectively, the data would be entered as OS = 3, Time = 6.

- **Patient occasions of service and time for review patients** are entered into the larger table. The review time for an individual patient is entered into the same row as that patient.

INDIVIDUAL PATIENT ATTRIBUTABLE															
INPATIENTS								1	2	3	4	5			
Date	Name	Initial	U.R.	Referral Source	Vard	Eligibility	Status	OS	Time	OS	Time	OS	Time	OS	Time
1/01/2005	Smith	M	340287	Cardiology	3A (C	PUBLIC				1	3			1	1

For example in the spreadsheet shown above, the patient was seen initially on the 1/1/05 and reviewed on the 2/1/05 (3 time units) and the 4/1/05 (1 time unit).

Other Data Sets

- This sheet is used to record NIPA, CSM, TT and RES time.
- For each day of the month enter the amount of time for each category in time units (1 time unit = 15 minutes)

Daily Collation

- The last sheet 'Daily Collation' allows the users to check whether all their time has been accounted for.
- An 8 hour working day consists of 32 time units. The collation sheet provides a daily total as well as a breakdown of where the time was spent.
- Do not enter any data directly into these sheets as it flows through automatically from the first 3 sheets. This sheet should be protected to avoid the sensitive excel formulas from being deleted.



Modifying the Spreadsheets

Adding and Deleting Rows or Columns

Do not add or delete rows or columns to the tables as this will disrupt the excel formulas and cause data to become inaccurate. If a table becomes completely full enter the remaining month data into a separate file. This is unlikely to occur as there are 100 rows for inpatients and 100 rows for outpatients.

Drop Down Menus

The data used in the drop down menus is located to the left of the main tables (Inpatient Data and Outpatient Data sheets) in rows CR or CX. If this information is disrupted unintentionally it will cause problems. You may however change the drop down categories by modifying the text in these columns. The current data is based on information used at the RBWH and information (eg wards) will be different at other sites.

If the drop down menus are not working properly you will need to check that the cells are correctly linked to the information in rows CR – CX. Choose the 'Data' option on the toolbar and choose 'Validation'. Validation criteria should allow a 'list' and check that the Source is linked correctly.