No Wrong Door Integrative Screener Agency-Level Aggregate Workbook v.3.0

User Guide



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Department of Psychology
Center for Community Collaboration

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Purpose of this Manual

This user guide is intended to assist direct care service providers, agency directors/supervisors and staff to understand and incorporate integrative screening practices within their settings, using the *No Wrong Door Integrative Screener Agency-Level Aggregate Workbook*. The information contained in this guide is designed to provide:

- An overview of the No Wrong Door Integrative Screener Agency-Level Aggregate Workbook and general tips for administration
- Instructions to guide the use of the *No Wrong Door Integrative Screener Agency-Level Aggregate Workbook* in its electronic version using a computer or tablet
- Examples to demonstrate the overall screening process, from start-to-finish, using the *No Wrong Door Integrative Screener Agency-Level Aggregate Workbook*

Disclaimer. The information captured by the NWD Integrative Screener Agency-Level Aggregate Workbook is considered protected health information (PHI). The information captured should be safeguarded in accordance with an individual agency's privacy practice and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This user guide does not provide instructions on how to use the NWD Integrative Screener Agency-Level Aggregate Workbook in a manner that is HIPAA compliant. All questions regarding the security of client PHI should be directed to the HIPAA compliance or privacy officer within individual agencies.

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About the Authors

The Center for Community Collaboration (CCC) is located in the University of Maryland, Baltimore County (UMBC) Department of Psychology. The CCC was initially created as a university-community collaborative with the Infectious Disease Bureau (IDB), Prevention and Health Promotion Administration (PHPA), of the Maryland Department of Health and Mental Hygiene in 2004. Our mission has been to provide capacity building and training services for the implementation of evidence-based practices within direct care services agencies.

The following current and former CCC staff, contributed to the writing of this manual:

Carlo DiClemente, Ph.D., ABPP, Center Director W. Henry Gregory, Ph.D., Associate Director Krystle F. Pierce, M.P.P., Project Director Amber E. Q. Norwood, Ph.D., Assistant Research Scientist Letitia E. Travaglini, M.A., Project Assistant Catherine Corno, M.A., Project Assistant Meagan Graydon, M.A., Project Assistant Daniel Knoblach, M.A., Project Assistant

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The CCC wants to highlight the contributions of Letitia Travaglini, M.A., who provided invaluable support in the development and design of the *NWD Integrative Screener*, specifically for the electronic version of the screener. This program would not have been possible without her knowledge of Excel® and dedication to excellence in achieving the formatting and scoring mechanisms of the electronic version of the *NWD Integrative Screener*.

CONTACT US

Questions regarding the content of this user guide, use of the No Wrong Door Integrative Screener Agency-Level Aggregate Workbook, and requests for technical assistance should be directed to:

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Using the NWD Integrative Screener as a Data Collection Tool Agency-Level Aggregate Workbook

The NWD Integrative Screener was designed to be user friendly for providers and agencies. Many items and health domains that agencies are often required to report to local, state, and/or federal entities have been included in the NWD Integrative Screener to reduce reporting burden. As a way to help with the reporting process, providers can take steps to combine all responses collected from completed screeners to obtain agency-level data (a snapshot at one time-point) using the **Agency-Level Aggregate Workbook**.

Using the Data Collection Tool

It is important to note that client names will not be included in the *Agency-Level Aggregate Workbook*. All client responses will be identified based on client ID.

Each row of data represents a completed screen for an individual client. For each individual client, the data collection tool tracks:

	 ☐ Subscale scores for each health domain ☐ Referral need, agreement, and whether the referral was made (yes/no) ☐ Readiness ratings for each health domain ☐ Individual items score 												
7	DATA	LET	3100	Outpatient Ps	02/10/16	40	60	60	0	0	0	0	50.001
8	DATA	LET	2900	Outpatient Ps	02/10/16	50	40	30	30	50	0	50	71.43
9	DATA	LET	2600	Outpatient Ps	02/09/16	40	40	30	70	100	0	100	64.287
10	DATA	LET	4801	Outpatient Ps	02/09/16	80	80	70	20	0	0	50	35.715
11	DATA	LET	3400	Outpatient Ps	02/10/16	100	70	50	20	0	0	50	14.286

Agency-Level Aggregate Workbook

2400 2301

For overall agency-level data, the *Agency-Level Aggregate Workbook* tracks:

Outpatient Ps 02/10/16
Outpatient Ps 02/10/16

Ш	Average subscale scores for each nealth domain
	Overall number of clients at or above a cut-off score (i.e., needing referrals) for each subscale
	score
	Total number of referrals needed, referrals agreed to, and referrals made
	Average readiness ratings for each health domain

☐ Frequency counts and/or average scores for individual items, where appropriate

To obtain agency-level data, two Excel® workbooks must be open on the user's computer:

- 1) The **NWD Integrative Screener** workbook (either client or provider version)
- 2) The Agency-Level Aggregate Workbook

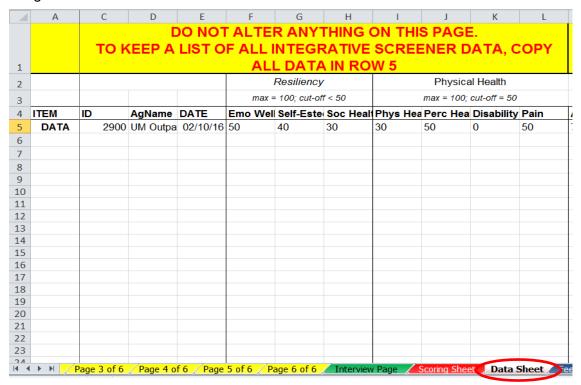
IMPORTANT: Make sure you are opening and saving a new version of the *NWD Integrative Screener* Excel® workbook for each client. Data is only stored for <u>one</u> client within each *NWD Integrative Screener* Excel® workbook. Overwriting a client's responses will also change the data presented within the **Data Sheet** tab of the workbook

The next few pages outline steps for obtaining agency-level data using the *Agency-Level Aggregate Workbook*

For technical assistance and support or to request a copy of the NWD IS Agency-Level Aggregate Workbook please contact UMBC's Center for Community Collaboration at 410-455-5840 or communitycollaboration@umbc.edu.

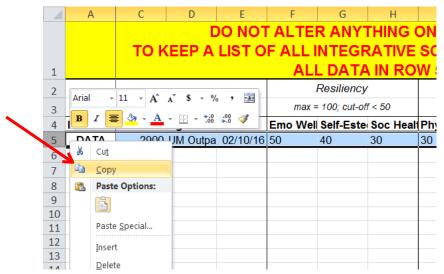
Steps for Using the Agency-Level Aggregate Workbook

1. Upon completing pages 1-6 and the **Interview Page** of the *NWD Integrative Screener* electronically, values for each client response will populate in the **Data Sheet** tab in the *NWD Integrative Screener* Excel® workbook.

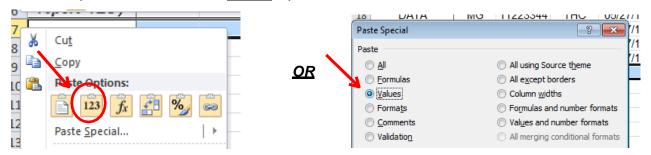


Note. If the **Data Sheet** tab is not currently visible in the *NWD Integrative Screener* Excel® workbook, the tab is likely hidden. To unhide, right-click any of the tabs and from the options select "unhide". A menu of the hidden tabs will appear, select the **Data Sheet** tab and then click "OK."

2. Open the **Data Sheet** tab (shown above). Right click on the row number in the **Data Sheet** tab containing the client's responses (to highlight the entire row) and select "Copy."



3. Open the Agency-Level Aggregate Workbook and paste the client responses on the next available line in the Raw Data tab. Since values are attached to code within the NWD Integrative Screener workbook, you will need to "Paste as Values" rather than pasting as you normally would. To do this, right click the row number in the Agency-Level Aggregate Workbook and select the paste option designated by the "123 clipboard" icon. Alternatively, you can select "Paste Special" and select the "Values" option.

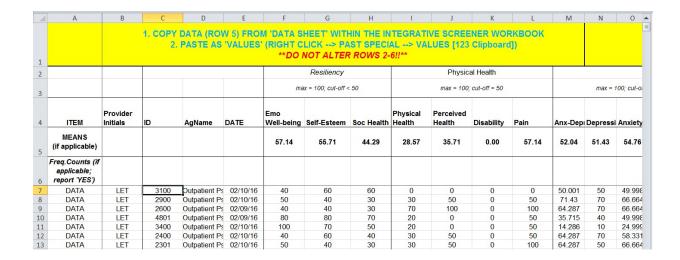


Note. Pasting without specifying the Values option will result in error messages.

4. Repeat steps 1 through 3 to add new client cases to each row within the *Agency-Level Aggregate Workbook*.

IMPORTANT: As a program or agency, you can decide if you want to have one large dataset (one *Agency-Level Aggregate Workbook*) for all clients who complete the *NWD Integrative Screener*, or have separate datasets based on reporting periods, program within your agency, etc.

Note. Means (averages) and frequency counts are currently set so that you can include a maximum of 2,000 clients within the **Raw Data** sheet.



Additional Aspects of the Agency-Level Aggregate Workbook



Raw Data Tab

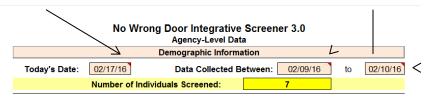
Within the **Raw Data** tab, means (averages) and frequency counts are calculated (when applicable) to give an overall understanding of clients functioning. Also included are cut-off scores indicating referral needs.

Data Codebook Tab

The **Data Codebook** tab provides information on each of the subscales and individual items listed. Ranges and cut-off scores needed to determine subscale referral needs along with value labels for each individual item (e.g., 0 = None, 1 = Some, 2 = A Lot) are also included.

Health Domain Tabs

There are health domain tabs (Demographics, Physical Health, Mental Health, Substance Use, HIV-ID Risk, HIV-ID Testing, and Stigma) that display output similar to what is presented on the electronic **Feedback Sheets**. The user entering or reviewing the data will need to <u>manually type in today's date</u> and the range of dates for which the data apply (i.e., dates for the first and last client entered into the dataset) on the **Demographics** tab; dates will automatically copy over to the other health domain sheets. Specific instructions for this are included in comments within the cells (marked with a red arrow). The rest of the information included in the health domain sheets is automatically populated based on the data copied from the *NWD Integrative Screener* workbook.



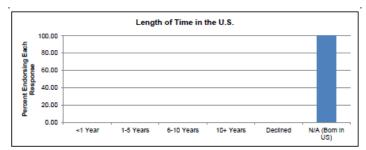
A brief description of the information captured in the health domain tabs in the *Agency-Level Aggregate Workbook* is provided below.

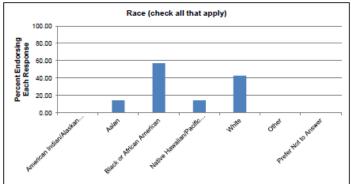
Demographics

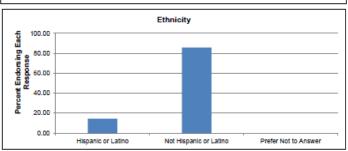
- Frequency counts (i.e., number of clients) and percentages for the number of clients endorsing each demographic item
 - > Figures are also provided displaying the percentage of clients endorsing each item

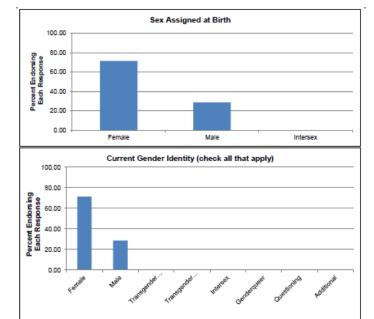
No Wrong Door Integrative Screener 3.0 Agency-Level Data

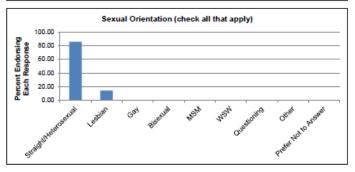
	De		c Information					
	De							
Today's Date: 02/17/16			llected Between: 02/09/16	to	02/10/16			
Number of	f Individu							
Average Age (yrs) 30.71		Country	of Origin & Primary Language		ggregate			
Length of Time	in US	Race (check all that apply)						
Response Option	N	%	Response Option	N	%			
<1 Year	0	0.00	American Indian/Alaskan Native	_	0.00			
1-5 Years	0	0.00	Asian	1	14.29			
6-10 Years	0	0.00	Black or African American	4	57.14			
10+ Years	0	0.00	Native Hawaiian/Pacific Islander		14.29			
Declined	0	0.00	White	3	42.86			
N/A (Born in US)	7	100.00	Other	0	0.00			
And the ball the second			Prefer Not to Answer	0	0.00			
Gender Identity (check	all that a	pply)	Ethnicity					
Response Option	N	%	Response Option	N	%			
Female	5	71.43	Hispanic or Latino	1	14.29			
Male	2	28.57	Not Hispanic or Latino	6	85.71			
Transgender (FTM)	0	0.00	Prefer Not to Answer	0	0.00			
Transgender (MTF)	0	0.00			306			
Intersex	0	0.00	Sex Assigned at I	Birth				
Genderqueer	0	0.00	Response Option	N	%			
Questioning	0	0.00	Female	5	71.43			
Additional	0	0.00	Male	2	28.57			
-			Intersex	0	0			
Current Housing S	ituation		Sexual Orientation (check	all that	apply)			
Response Option	N	%	Response Option	N	%			
Rent or Own House/Apt	5	71.43	Straight/Heterosexual	6	85.71			
Living with Friends/ Relatives	2	28.57	Lesbian	1	14.29			
Renting Room/ Shared Space	0	0.00	Gav	0	0.00			
Group Home	0	0.00	Bisexual	0	0.00			
Shelter	0	0.00	MSM	0	0.00			
Transitional Housing	0	0.00	WSW	0	0.00			
Outdoors, Homeless, Streets	0	0.00	Questioning	0	0.00			
Other (e.g., Place to Place)	0	0.00	Other	0	0.00			
outer (e.g., ridde to ridde)		0.00	Prefer Not to Answer	Ö	0.00			
Jail or Prison (pas	t 12mos)		Education Level					
Response Option	N	%	Response Option N %					
Yes	0	0.00	Less than High School	0	0.00			
		100.00	High School/GED	4	57.14			
Prefer Not to Answer 0 0.00			Vocational/Tech School	0	0.00			
		2.00	Some College	2	28.57			
Veteran Stat	IIS	111111	College Degree	0	0.00			
Response Option	%	Some Graduate School	ő	0.00				
Yes	N 0	0.00	Graduate Degree 1 14.29					
No	7	100.00						
			1					

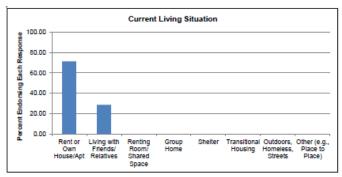


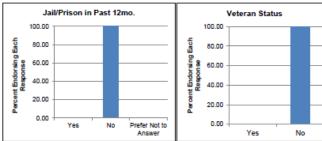


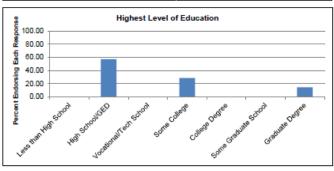








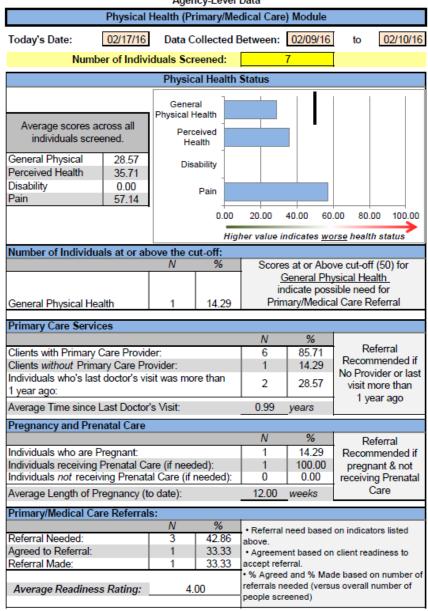




Physical Health

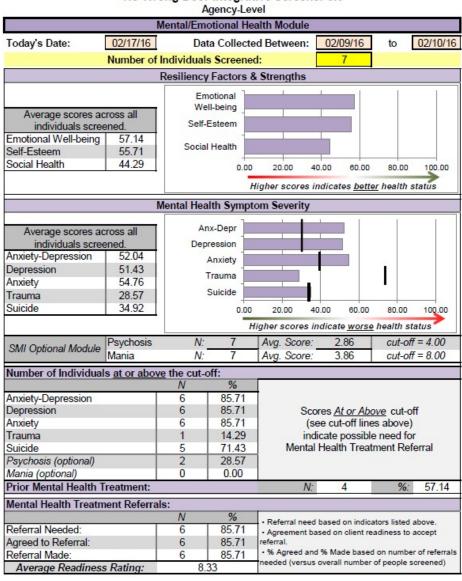
Average scores for each subscale (general health, pain, disability, and perceived health)
Frequency and percentage of clients who scored at or above the cut-off for the General Physical
Health subscale
Frequency and percentage of clients' involvement in primary care services and prenatal care
Frequency and percentage of clients who need and agreed to referral for primary/medical care
Frequency and percentage of referrals made for primary/medical care
Average readiness rating for addressing physical health concerns

No Wrong Door Integrative Screener 3.0 Agency-Level Data



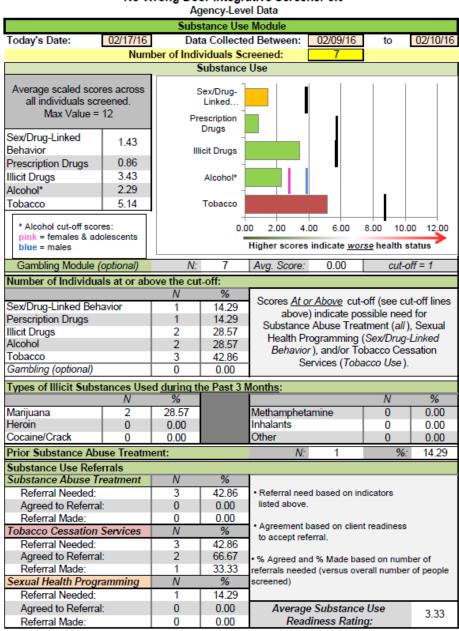
Mental Health

Average scores for each resiliency subscale (general well-being, self-esteem, social health) and symptom severity subscale (depression, anxiety, trauma, suicide)
 Average scores for those clients who completed the Serious Mental Illness Optional Module (psychosis and mania)
 Frequency and percentage of clients who scored at or above the cut-off for each subscale
 Frequency and percentage of clients who have engaged in mental health treatment in the past
 Frequency and percentage of clients who need and agreed to referral for mental health concerns
 Frequency and percentage of referrals made for mental health concerns
 Average readiness rating for addressing mental health concerns



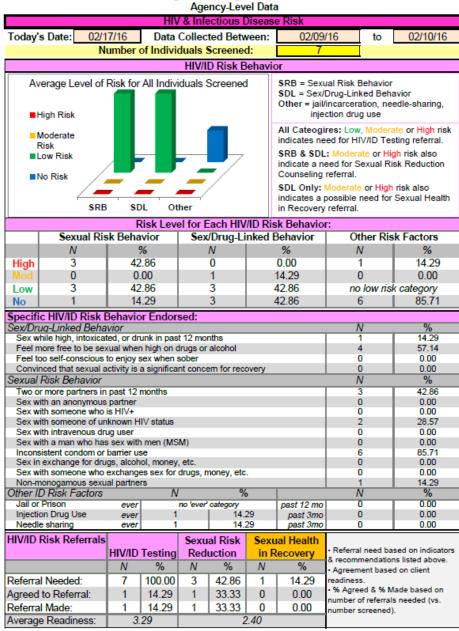
Substance Use

Average scores for each subscale (alcohol, tobacco, illicit drugs, misuse of prescription medications, sex/drug-linked behavior)
 Average scores for those clients who completed the Gambling Optional Module
 Frequency and percentage of clients who scored at or above the cut-off for each subscale
 Frequency and percentage of clients who reported using specific illicit drugs in past 3 months
 Frequency and percentage of clients who have engaged in substance use treatment in the past
 Frequency and percentage of clients who need and agreed to referral for substance abuse concerns, tobacco use, or sexual health programming
 Frequency and percentage of referrals made for substance use concerns, tobacco use, and sexual health programming
 Average readiness rating for addressing substance use concerns



HIV-ID Risk

Average risk score for each subscale (sexual risk, sex/drug-linked behavior, other riskfactors)
Frequency and percentage of clients who scored at low, moderate, or high risk for each subscale
Frequency and percentage of clients who endorsed specific risk factors
Frequency and percentage of clients who need and agreed to referral for sexual health
programming, sexual risk reduction counseling, or HIV/infectious disease testing
Frequency and percentage of referrals made for sexual health programming, sexual risk
reduction counseling, and HIV/infectious disease testing
Average readiness rating for testing and addressing sexual risk behavior



HIV-ID Testing

Frequency and percentage of clients who were tested for HIV and other infectious diseases
Result of each of the most recent HIV and ID tests (frequency and percentage of clients reporting
each result)
Average time (in years) since last HIV test
Frequency and percentage of clients who need and agreed to referral for HIV/ID testing and HIV
care
Frequency and percentage of referrals made for HIV/ID testing and HIV care
Average readiness rating for addressing testing and care needs

v.	2000			Level Dat	ta	On the section of		
T	00/	17/40		Testing		00/00/40	Τ.	00/40/40
Today's Date:		17/16 of Individ	77 75 75 75	ollected B	etween:	02/09/16	to	02/10/16
HIV Testing Histor		OI IIIGIVIG	uais scre	elleu.			1	
Ever tested for HIV	N - 10	N	%	Most Par	cont HIV	Test Resul	I N	%
Yes	16 5 (16	6	85.71	Positi		rest nesui	1	14.29
No		1	14.29			itivo	0	0.00
Don't Know		Ó	0.00	Preliminary Positive Negative		5	71.43	
DOITE KNOW			0.00		erminant		0	0.00
Avg. Time (yrs) Sir	and I not b	III/ Toots	3.10	Don't		0	0.00	
Avg. Time (yrs) Sir			_					0.00
		sting recom een tested w				tested or are present)		
HIV Medical Care				2004				
			N	%	Clienteh	ould be refer	rod for MIN	l coro ondia
Number of Clients w	vho are HI	V+	1	14.29		ce support if		
Not Receiving M	edical Car	e	0	0.00		or non-adher		
Not Taking Meds	as Presc	ribed	0	0.00	caro	or mon-aunor	cit to mo	arcations
Infectious Disease	(non-HIV) Testing						
Testing in	THE R. P. LEWIS CO., LANSING, MICH.	'es	1	Vo	Don'	t Know		
Past 12 Months	N	%	N	%	N	%	ĺ	
Gonorrhea	2	28.57	5	71.43	0	0.00	t	
Chlamydia	2	28.57	5	71.43	0	0.00	Consider need for	
Syphilis	2	28.57	5	71.43	0	0.00		no testing in
Hepatitis-C	2	28.57	5	71.43	0	0.00		months or test result.
Hepatitis-B	2	28.57	5	71.43	0	0.00	positive	test result.
Tuberculosis	2	28.57	5	71.43	0	0.00		
Other	1	14.29	0	0.00	0	0.00		
Most Recent	Pos	sitive	Neo	ative	Don't Know		Never Tested	
Test Result	N	%	N	%	N	%	N	%
Gonorrhea	0	0.00	7	100.00	0	0.00	0	0.00
Chlamydia	1	14.29	6	85.71	0	0.00	0	0.00
Syphilis	0	0.00	7	100.00	0	0.00	0	0.00
Hepatitis-C	0	0.00	7	100.00	0	0.00	0	0.00
Hepatitis-B	0	0.00	7	100.00	0	0.00	0	0.00
Tuberculosis	0	0.00	7	100.00	0	0.00	0	0.00
Other	0	0.00	1	14.29	0	0.00	0	0.00
HIV/ID Testing and								
Testing & Counsel		N	%			sting Reco		
Referral Needed	7	100.00		testing his	tory & risks)	N	%	
Agreed to Referr	1	14.29	HIV 7 10					
Referral Made:	1	14.29	Gonorrh			3	42.86	
HIV Care/Adherence	N	%	Chlamy			3	42.86	
Referral Needed	0	0.00	Syphilis			3	42.86	
Agreed to Referr	0	N/A	Hepatitis-C 3 42.6					
Referral Made: 0			N/A					42.86
Average Testing I	Readiness	s Rating:	3.29	Tubercu	llosis		0	0.00

Stigma (Optional Module)

- Frequency counts and average stigma ratings for those individuals who completed each domain within the stigma module
- ☐ Frequency and percentage of clients who scored at or above the cut-off for each stigma domain

No Wrong Door Integrative Screener 3.0 Agency-Level Data

