NHS

National Treatment Agency for Substance Misuse

National Drug Treatment Monitoring System

(NDTMS)

NDTMS

TOP Functionality

Author:	G. Scott
Approver:	M.Roxburgh
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1. Revision history

Version	Author	Purpose / Reason	Date
6.0.0	G Scott	Initial Version for NDTMS Data Set F	11/11/2008
6.0.1	G Scott	Amend wording in Section	14/11/2008

External references

No	Description	Version
1	NDTMS Data Set - Reference Data	6.0.0
2	NDTMS – CSV File Format	6.0.0

CONTENT

COMMERCIAL IN CONFIDENCE

1. Introduction

This document describes recommendations for functionality to be included in software supplier's applications to assist NDTMS Treatment Providers in providing accurate and timely completion and entry of Treatment Outcome Profile (TOP) forms.

This document describes the functionality in a technical manner, however further information can be obtained from the business document Treatment Outcome Profile (TOP) – Interim revised guidance (dated August 2008)

2. Background

The file format in which the NDTMS Data Set can be submitted to NDTMS is defined in the document TOP information should be collected at the four stages of treatment, defined as follows;

- Treatment Start (*previously know as Modality Start*) – At the point when the client commences the first structured intervention[1] in their treatment journey. This TOP form should be completed within +/- 2 weeks of the modality start date of the first structured intervention[2]

- Review (*previously know as Careplan Review*) – All clients accessing structured Tier 3 and 4 treatments are suitable to have a Review TOP (anchored to the start date of their first structured intervention) completed every 12 weeks throughout the treatment journey.

  o During the first review period, this Review TOP should not occur within the first 28 days, to avoid an overlap with the 28-day recall period for the Treatment Start TOP.

- Treatment Exit (*previously know as Discharge*) – When the client is leaving the treatment system completely and they will no longer be in structured treatment with any Tier 3 or 4 provider a *Treatment Exit TOP* should be completed. This can be carried out over the phone if the client does not attend their last appointment. This should be completed within +/- 14 days of the discharge date

- Post Treatment Exit (*previously know as Post Discharge*) – After the client has left the treatment system they can be contacted to review how they are getting on. *Post Treatment Exit TOP* form can be completed whenever is suitable for the client and keyworker providing it does not overlap with the recall period of the Treatment Exit TOP.

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[1] First Structured intervention is the first intervention of Tier 3/4
[2] First Structured intervention is the first intervention of Tier 3/4

3. General

It is expected that some Treatment Providers will be not be administering or reporting TOP on any clients

It is recommended that software suppliers provide the facility for a Treatment Provider to denote that they will not be recording TOP information for any of their clients (this functionality should be able to be turned off and on as required) – If this flag is set then no TOP exception reporting is required.

It is expected that there will be instances whereby individual clients within an agency will not have TOP administered or reported by the agency for them.

It is recommended that software supplier provide the facility to denote that for a given episode of a client that TOP information will not be recorded (this functionality should be able to be turned off and off) – if this flag is set then the client's episode should be excluded from any TOP exception reporting.

This field will be the TOP Care Coordination field (which is included in NDTMS Data Set F) – it will have two possible values <Yes/No>

4. Reports

The following reports are recommended to support treatment providers supplying accurate and timely completion and entry of TOP forms. These reports should be included within functionality of Treatment Providers software systems; they will not be replicated within NDTMS (DAMS).

Clients that have been Indicated as not receiving the TOP at the agency (TOP Care Coordination = NO) should not be included in these reports. (Note this TOP Care Coordination field is being introduced as part of NDTMS Data Set F)

A local "Working" date field will be required (Date of last TOP completed by previous Provider) to capture activity from previous Treatment provider in the Treatment journey (if known) – where captured it should take precedence over any date of first structured intervention in this episode)

4.1   Treatment Start

These reports are to be run between two user entered dates. The reports should be retrospective lists of missed Treatment Start TOPs for dates in the past that have been entered.

Report: Missing Treatment Start TOP

- Report listing those episodes that have a Modality Start Date from a Structured Intervention, but where No Treatment Start TOP exists

- The report should accept a date range that will select all Structured Modalities that have a Modality Start Date within the date range

- The report should accept a parameter to exclude [default] (or include) those episodes that have had the "Treatment Start TOP is required" flag set to Ignore (see flags)

- The report should include details of the Key worker for the episode, as well as key information such as; clients name, date of birth, sex, client reference, modality, date referred to modality and modality start date

> Client must be 16 or over (greater than 15) at earliest Modality Start of their structured interventions

Report: Treatment Start TOP outside protocol

- Report listing those Treatment Start TOP that have a date that is outside the window of +/- 2 weeks of the modality start date of the first structured intervention

- The report should accept a date range that will select all Treatment Start TOP that have a date within the date range

- The report should include details of the Key worker for the episode as well as key information such as; clients name, date of birth, sex, client reference, modality, date referred to modality, modality start date and Treatment Start TOP date

Report: Treatment Start TOP with inconsistent Drug values

- Report listing those Treatment Start TOP that have values for Drug taking but the Drug is not presented as a Problem Substance

    If (Alcohol = 0 or NA) and (DRUG1 or DRUG2 or DRUG3 = Alcohol)) OR

    If (Opiate = 0 or NA) and (DRUG1 or DRUG2 or DRUG3 = Heroin or Methadone or Other Opiates)) OR

    If (Crack = 0 or NA) and (DRUG1 or DRUG2 or DRUG3 = Crack)) OR

    If (Cocaine = 0 or NA) and (DRUG1 or DRUG2 or DRUG3 = Cocaine)) OR

    If (Amphetamines = 0 or NA) and (DRUG1 or DRUG2 or DRUG3 = Amphetamines)) OR

    If (Cannabis = 0 or NA) and (DRUG1 or DRUG2 or DRUG3 = Cannabis))

- The report should accept a date range that will select all Treatment Start TOP that have a date within the date range

- The report should include key information such as; clients name, date of birth, sex, client reference, Treatment Start TOP date, TOP values for Alcohol, Opiate, Crack, Cocaine, Amphetamines and Cannabis and the episodic problems drug1, drug 2 and drug 3
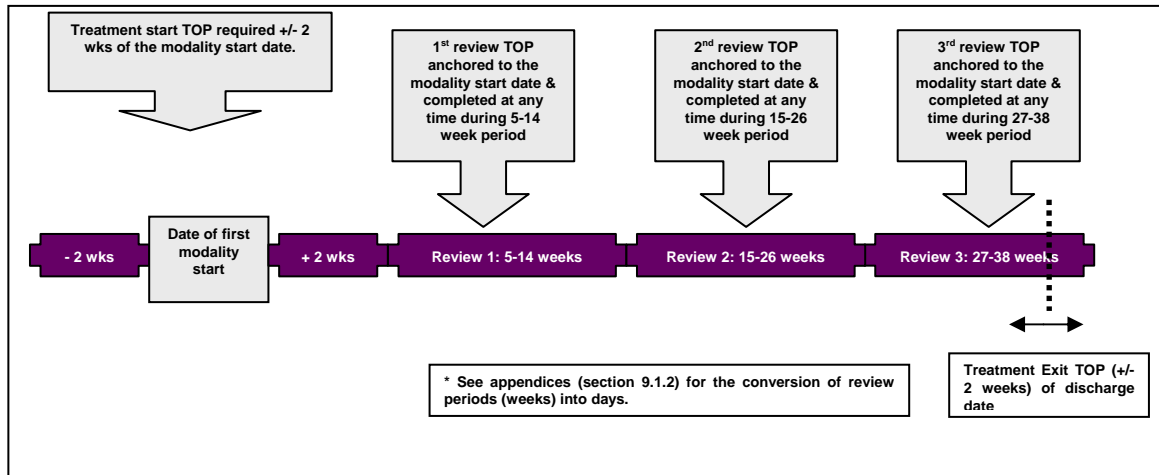
Report: Treatment Start TOP with inconsistent Drug values II

- Report listing those Treatment Start TOP that have values for Drug taking but the Drug is not presented as a Problem Substance

    If (Alcohol = 1..28) and (DRUG1 and DRUG2 and DRUG3 does not contain Alcohol)) OR

    If (Opiate = 1..28) and (DRUG1 and DRUG2 and DRUG3 does not contain (Heroin or Methadone or Other Opiates))) OR

    If (Crack = 1..28) and (DRUG1 and DRUG2 and DRUG3 does not contain Crack)) OR

    If (Cocaine = 1..28) and (DRUG1 and DRUG2 and DRUG3 does not contain Cocaine)) OR

    If (Amphetamines = 1..28) and (DRUG1 and DRUG2 and DRUG3 does not contain Amphetamines)) OR

    If (Cannabis = 1..28) and (DRUG1 and DRUG2 and DRUG3 does not contain Cannabis))

- The report should accept a date range that will select all Treatment Start TOP that have a date within the date range

- The report should include key information such as; clients name, date of birth, sex, client reference, Treatment Start TOP date, TOP values for Alcohol, Opiate, Crack, Cocaine, Amphetamines and Cannabis and the episodic problems drug1, drug 2 and drug 3

Report: Treatment Start TOP with inconsistent Injecting Status data

- Report listing those Treatment Start TOP that have Where IV Drug Use = 1..28 and Injecting Status = Never Injected

- The report should accept a date range that will select all Treatment Start TOP that have a date within the date range

- The report should include key information such as; clients name, date of birth, sex, client reference, Treatment Start TOP date, IV Drug Use and Injecting Status

4.2 Review

Diagrammatic view of the protocol for the completion of the Review TOP

The review report can be run for those clients who have missed reviews in the past by entering historical dates or for those clients needing reviews by entering dates in the future.

Report: Missing Review TOP

- Report listing those episodes that don't have a Review TOP (but should have for the period selected – see diagram above

- The report should accept a date range that will select all episodes that do not have a Review TOP, but where one should have been performed within the date range

- If a <Date of TOP last completed by previous provider> exists this should be used as the anchor point for the first structured intervention (superseding any other dates)

- If there date range results in more than one Review TOP being expected - the report should only highlight the first one that is expected.

- The report should include details of the Key worker for the episode as well as key information such as; clients name, date of birth, sex, client reference, modality, date referred to modality and modality start date (of first structured modality) and <Date of Top last completed by previous provider>

  Client must be 16 or over (greater than 15) at earliest Modality Start of their structured interventions

4.3   Treatment Exit

Report: Discharged clients with missing Treatment Exit TOP

- Report listing those episodes that have a Discharge Date, but where No Treatment Exit TOP exists (where the discharge reason is not referred on/transferred - code 5)

- The report should accept a date range that will select all episodes that have a discharge date within the date range

- The report should group the discharges by Planned and Unplanned (and not specified)

- The report should accept a parameter to exclude [default] (or include) those episodes that have had the "Treatment Exit TOP is required" flag set to Ignore (see flags)

- The report should include details of the Key worker for the episode as well as key information such as; clients name, date of birth, sex, client reference, discharge date and discharge reason

    Episode Discharge date must be on or after 1 Apr 2009

    Client must be 16 or over (greater than 15) at earliest Modality Start of their structured interventions

Report: Treatment Exit TOP outside Protocol

- Report listing those episodes that have a TOP date that more than +/- 14 of Episode Discharge Date.

- The report should accept a date range that will select all episodes that have a discharge date within the date range

- The report should group the discharges by Planned and Unplanned (and not specified)

- The report should accept a parameter to exclude [default] (or include) those episodes that have had the "Treatment Exit TOP is required" flag set to Ignore (see flags)

- The report should include details of the Key worker for the episode as well as key information such as; clients name, date of birth, sex, client reference, discharge date and discharge reason

5. Flags

The following flags, implemented as data items within a local Treatment Providers software system will help assure the accuracy and timely completion of TOP forms at the each of the first three stages above. These flags should be included within functionality of Treatment Providers software systems; they will not be replicated within NDTMS (DAMS).

5.1 Treatment Start

Treatment Start TOP should be completed within 2 weeks of the modality start date of the first structured intervention[3] (in this episode)

> Once the first structured intervention has started, if a Treatment Start TOP does not exist (for this episode), then the user should be reminded that one should be recorded.

> The user should be able to acknowledge the prompt with an "Ignore" or "Remind me later" response (a response of Ignore will cause this prompt to no longer be displayed for the current episode)

> Earliest Modality start date (of their structured interventions) must be on or after 1 Apr 2009

> Client must be 16 or over (greater than 15) at earliest Modality Start of their structured interventions

A Treatment Start TOP should be completed prior to a Review TOP

> If a Review TOP has been created and a Treatment Start TOP does not exist (for this episode), then the user should be reminded that a Treatment start TOP should have been recorded

> The user should be able to acknowledge the prompt with an "Ignore" or "Remind me later" response (a response of Ignore will cause this prompt to no longer be displayed for the current episode)

> Earliest Modality start date (of their structured interventions) must be on or after 1 Apr 2009

> Client must be 16 or over (greater than 15) at earliest Modality Start of their structured interventions

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[3] First Structured intervention is the first intervention of Tier 3/4

Treatment Start TOP has inconsistent Drug values

If (Opiate = 0 or NA) and (DRUG1 or DRUG2 or DRUG3 = Heroin or Methadone or Other Opiates)) or (Crack = 0 or NA) and (DRUG1 or DRUG2 or DRUG3 = Crack))

The user should be reminded that there are inconsistent drug values between those on the episode and those on the TOP

The user should be able to acknowledge the prompt with an "Ignore" or "Remind me later" response (a response of Ignore will cause this prompt to no longer be displayed for the current episode)

Earliest Modality start date (of their structured interventions) must be on or after 1 Apr 2009

Client must be 16 or over (greater than 15) at earliest Modality Start of their structured interventions

5.2   *Treatment Exit TOP*

Treatment Exit TOP should be completed within 2 weeks of the discharge date

If a discharge date has been entered and if a Treatment End TOP does not exist (for this episode), then the user should be reminded that one should be recorded.

The user should be able to acknowledge the prompt with an "Ignore" or "Remind me later" response (a response of Ignore will cause this prompt to no longer be displayed for the current episode)

Episode Discharge date must be on or after 1 Apr 2009

Client must be 16 or over (greater than 15) at earliest Modality Start of their structured interventions

Note: a response of <Ignore> will only affect whether or not this prompt is displayed, not if the missing TOP will appear on any of the exception reports/validation messages – these records will be excluded/included by use of parameters within the reports themselves

5. Appendix A – TOP Validations

The following section describes the validations that will be applied to TOP records by NDTMS.

It is recommended that the validations are included within the functionality of Treatment Providers software systems.

Note; there are no validations relating to checks against the modality of the first structured intervention as this is a Treatment Journey. In any case, it is not possible to successfully implement this concept within the Data Entry Tool or other clinical systems, as these calculations include data from all providers that clients attend, not just the reporting agency.

This section covers the validations that will be applied by NDTMS to ensure data quality – this paper concentrates on validation surrounding the date of the TOP, other validations (such as values must be between 0..28 or NA or Y/N still hold true)

6.1   All Treatment Stages
The following validations will be applied to all TOP records;

TOP Date cannot be before 16th May 2007

Triage Date cannot be after TOPDATE

TOP Date cannot be after Current Date

If IV drug user = 0 and Sharing = yes -> "Not possible"

TOP date must be on or after 1 Apr 2009

If Education > 20 -> whether client attends education more than 5 days a week

TOP date must be on or after 1 Apr 2009

If Paid Work > 24 Remind agencies to check whether client attends work more than 6 days a week

TOP date must be on or after 1 Apr 2009

The following validations only apply when the TOPDATE is within the last 4 weeks of the date of when the file is being validated by NDTMS (DAMS);

If Alcohol user = NA → "Alcohol use is NA, please check"

TOP date must be on or after 1 Apr 2009

If Opiate user = NA → "Opiate use is NA, please check"

TOP date must be on or after 1 Apr 2009

If Crack user = NA → "Crack use is NA, please check"

TOP date must be on or after 1 Apr 2009

If Cocaine user = NA → "Cocaine use is NA, please check"

TOP date must be on or after 1 Apr 2009

If Amphetamine user = NA → "Amphetamine use is NA, please check"

TOP date must be on or after 1 Apr 2009

If Cannabis user = NA → "Cannabis use is NA, please check"

TOP date must be on or after 1 Apr 2009

6.2 Treatment Start

The following validations will apply to Treatment Start TOP only;

Treatment Start TOPDATE cannot be after Review TOPDATE

Treatment Start TOPDATE cannot be after Treatment Exit TOPDATE

Treatment Start TOPDATE cannot be after Post Treatment Exit TOPDATE

Episode Discharge Date cannot be before Treatment Start TOPDATE

Only one TOP can be submitted per episode for *Treatment Start TOP*

TOP date must be on or after 1 Apr 2009

Data mismatches at Treatment start

The following data mismatches should be flagged for all Treatment Start TOP;

Where Opiate Use = 1..28 and Problem Substance No 1 or Problem Substance No 2 or Problem Substance No 3 do not contain a drug from drug group Heroin, Methadone or Other Opiates

TOP date must be on or after 1 Apr 2009

Where Crack use = 1..28 and Problem Substance No 1 or Problem Substance No 2 or Problem Substance No 3 do not contain a drug from drug group Crack
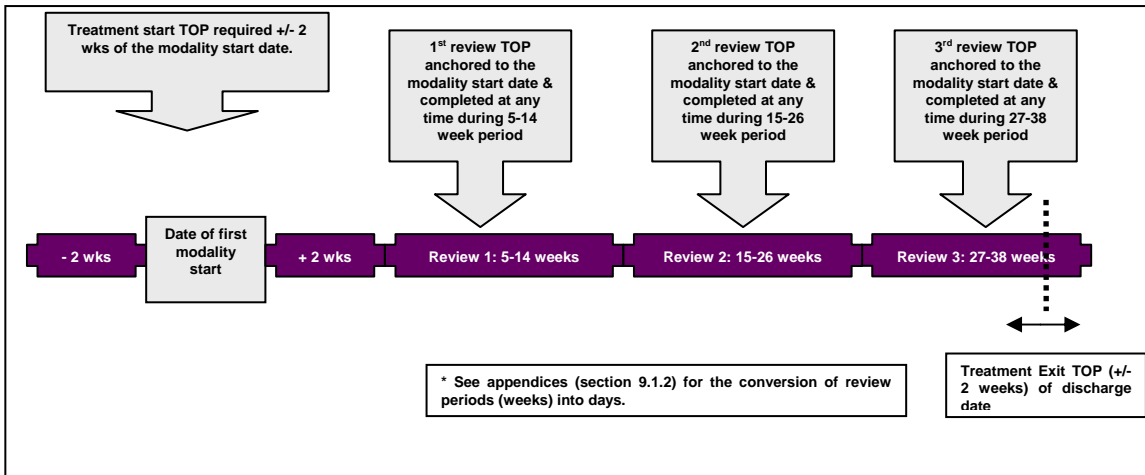
TOP date must be on or after 1 Apr 2009

Where IV Drug Use = 1..28 and Injecting Status = Never Injected

TOP date must be on or after 1 Apr 2009

6.3   Review

Diagrammatic view of the protocol for the completion of the Review TOP

The following validations will be applied to Review TOP only;

Review TOPDATE cannot be after Discharge TOPDATE (D)

Review TOPDATE cannot be after Post Treatment Exit

Episode Discharge Date cannot be before Review TOPDATE

6.4   Treatment Exit

The following validations will be applied to Treatment Exit TOP only;

Treatment Exit TOPDATE cannot be after Post Treatment Exit

Treatment Exit TOPDATE cannot be before 14 days of discharge date

TOP date must be on or after 1 Apr 2009

Treatment Exit TOPDATE cannot be after 14 days of discharge date

TOP date must be on or after 1 Apr 2009

If a client is discharged 'Referred on/Transferred (code 5)', then a *Treatment Exit TOP* should not be present

TOP date must be on or after 1 Apr 2009

6.5   Post Treatment Exit

The following validations will be applied to Post Treatment Exit TOP only;

Post Treatment Exit cannot be more than 2 years after Episode Discharge Date