



OLAP PROJECT DOCUMENTATION

Substance Misuse Internet Web Based Reports Data Definitions

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Substance Misuse Internet Web Data Definitions

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Introduction

Substance Misuse

The Welsh National Database for Substance Misuse provides data on people undergoing treatment for a substance misuse problem.
The information covers services provided by the majority of organisations that are funded by the Welsh Assembly Government.

The Database provides most of the information needed to monitor achievements against the Key Performance Indicators and the Quarterly Reports which are based on information relating to the number of referrals by key data items submitted via the Welsh National Database for Substance Misuse.

The aim of Internet access to the quarterly reports is to allow comprehensive and flexible access to the Substance Misuse national database.
Following submissions from agencies, the data is updated and forms the basis of the activity analysis published by the Welsh Assembly Government relating to substance misuse.

The internet based system allows end users to view data reported on.
Agencies have the ability to monitor their performance against agreed national targets and undertake trend analysis as data from 2005 is available.

The system also provides analyses of data in a graphical form which allows the end user to easily identify their current performance against national targets, and enable benchmarking of the performance of agencies.

The following pages cover the Data Definition Page for the Substance Misuse Quarterly Reports and KPI's (Key Performance Indicators) Numbers 3 & 4.

Quarterly Reports By Primary Substance - Referrals By Primary Substance																							
Data Source	Welsh National Database Substance Misuse																						
Calculation	Count Of Referrals																						
Definition	<p>These quarterly reports relate to the number of referrals by primary substance, and are available in three different organisational views by Region, Agency and CSP.</p> <p>Primary Substance is the main problem substance that led the client to seek help.</p> <p>Where alcohol is the main problem it may be listed as the primary substance.</p> <p>If the client is now substance free this should still apply.</p> <p>This should include any illegal substances, over the counter medicines used inappropriately, volatile substances used inappropriately. A substance being used by the person which has been prescribed for someone else's use (even if this is friend, partner, family member).</p> <p>Format: 40 Characters</p> <p>The Following is a list of substance and their codes :</p> <p>List Of Group Drug Code & Group Drug Names.</p> <table border="1"> <thead> <tr> <th>Group Drug Code</th><th>Group Drug Name</th></tr> </thead> <tbody> <tr><td>1</td><td>Alcohol</td></tr> <tr><td>2</td><td>Amphetamines</td></tr> <tr><td>3</td><td>Anti-depressants</td></tr> <tr><td>4</td><td>Barbiturates</td></tr> <tr><td>5</td><td>Benzodiazepines</td></tr> <tr><td>6</td><td>Cannabis</td></tr> <tr><td>7</td><td>Cocaine</td></tr> <tr><td>8</td><td>Crack</td></tr> <tr><td>9</td><td>Ecstasy</td></tr> <tr><td>10</td><td>Hallucinogens</td></tr> </tbody> </table>	Group Drug Code	Group Drug Name	1	Alcohol	2	Amphetamines	3	Anti-depressants	4	Barbiturates	5	Benzodiazepines	6	Cannabis	7	Cocaine	8	Crack	9	Ecstasy	10	Hallucinogens
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10	Hallucinogens																						

	11	Heroin	
	12	Methadone	
	13	Other drugs	
	14	Other Opiates	
	15	Poly use; no details	
	16	Solvents	
	17	Steroids	
	18	Unknown	
Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by primary substance, the reports are also available in three different organisational views by Region, Agency and CSP.		
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>‘Drill Through’ from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into another software environment.</p> <p>Changing Dimensions Within a Report</p> <p>The output or two-dimensional tabular output report can be edited at any time by the user.</p> <p>To change dimensions access is gained by choosing the select topic function button on the left-hand side of the screen. Using this function dimensions can be defined to be the new row axis, different levels of data can be accessed, by selecting a specific dimension of a report and expanding the</p>		

	<p>data held within the selected dimension.</p> <p>Swop Column and Row Axis</p> <p>The user also has the ability to amend the look of the report by swapping the row and column axis within the report area the result can be annotated by using the OTHER Analysis function. Therefore both Select Topic and Other Analysis functions have a role when viewing and manipulating the report.</p>
Frequency of Reporting	Quarterly Update

Quarterly Reports By Closure Reason - Referrals By Closure Reason																	
Data Source	Welsh National Database Substance Misuse																
Calculation	Count Of Referrals																
Definition	<p>These quarterly reports relate to the number of referrals by Closure Reason, and are available in three different organisational views by Region, Agency and CSP.</p> <p>Closure Reason relates to the recording of the data field reason contact ended.</p> <p>If a client has not been in contact after 6 weeks the case should be closed and recorded as Did not attend or respond to follow-up contact.</p> <p>Format: Maximum 40 Characters.</p> <p>The Following is a list of the codes and meanings as to the reason contact ended:</p> <table border="1"> <thead> <tr> <th>Value</th><th>Meaning</th></tr> </thead> <tbody> <tr> <td>01</td><td>Treatment Completed - drug free</td></tr> <tr> <td>02</td><td>Treatment Completed</td></tr> <tr> <td>03</td><td>Treatment Withdrawn - breach of contract</td></tr> <tr> <td>04</td><td>Referred to another service</td></tr> <tr> <td>05</td><td>Did not attend or respond to follow-up contact</td></tr> <tr> <td>06</td><td>Moved from area</td></tr> <tr> <td>07</td><td>Prison</td></tr> </tbody> </table>	Value	Meaning	01	Treatment Completed - drug free	02	Treatment Completed	03	Treatment Withdrawn - breach of contract	04	Referred to another service	05	Did not attend or respond to follow-up contact	06	Moved from area	07	Prison
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05	Did not attend or respond to follow-up contact																
06	Moved from area																
07	Prison																

	08	Deceased
	09	Inappropriate Referral - (In these cases it is essential that data item 17 "Referral Source" has been completed, in order to provide a baseline of information to examine patterns and trends).
	10	Other
Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by Closure Reason (reason contact ended), the reports are also available in three different organisational views by Region, Agency and CSP.	
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into another software environment.</p> <p>Changing Dimensions Within a Report</p> <p>The output or two-dimensional tabular output report can be edited at any time by the user.</p> <p>To change dimensions access is gained by choosing the select topic function button on the left-hand side of the screen. Using this function dimensions can be defined to be the new row axis, different levels of data can be accessed, by selecting a specific dimension of a report and expanding the data held within the selected dimension.</p> <p>Swop Column and Row Axis</p> <p>The user also has the ability to amend the look of the report by swapping the row and column axis within the report area the result can be annotated by using the OTHER Analysis function. Therefore both Select Topic and Other Analysis functions have a role when viewing and manipulating the report.</p>	

Frequency of Reporting	Quarterly Update
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Quarterly Reports By Age & Gender - Referrals By Age & Gender							
Data Source	Welsh National Database Substance Misuse						
Calculation	Count Of Referrals						
Definition	<p>These quarterly reports relate to the number of referrals by age and gender and are available in three different organisational views by Region, Agency and CSP.</p> <p>The Age of the client is a calculated field and can be described as the clients' age at referral; the field result is generated by calculating the difference between the clients' date of birth and the referral date.</p> <p>The gender element of a clients' record relates to the sex of the client.</p> <p>Format : 1 alpha character</p> <table border="1"> <thead> <tr> <th>Value</th><th>Meaning</th></tr> </thead> <tbody> <tr> <td>M</td><td>Male</td></tr> <tr> <td>F</td><td>Female</td></tr> </tbody> </table>	Value	Meaning	M	Male	F	Female
Value	Meaning						
M	Male						
F	Female						
Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by age and gender, the reports are also available in three different organisational views by Region, Agency and CSP.						
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into another software environment.</p>						

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Frequency of Reporting	Quarterly Update

Quarterly Reports By Secondary Substance - Referrals By Secondary Substance									
Data Source	Welsh National Database Substance Misuse								
Calculation	Count Of Referrals								
Definition	<p>These quarterly reports relate to the number of referrals by Secondary Substance and are available in three different organisational views by Region, Agency and CSP.</p> <p>Secondary Substance is the secondary substance being used in addition to the primary substance.</p> <p>This can include alcohol and should also include any illegal substance, over the counter medicines used inappropriately, volatile substances used inappropriately. A substance being used by the person which is prescribed for someone else's use (even if this is friend, partner, family member).</p> <p>Format: 40 Characters</p> <p>The Following is a list of substance and their codes :</p> <p>List Of Group Drug Code & Group Drug Names.</p> <table border="1"> <thead> <tr> <th>Group Drug Code</th><th>Group Drug Name</th></tr> </thead> <tbody> <tr> <td>1</td><td>Alcohol</td></tr> <tr> <td>2</td><td>Amphetamines</td></tr> <tr> <td>3</td><td>Anti-depressants</td></tr> </tbody> </table>	Group Drug Code	Group Drug Name	1	Alcohol	2	Amphetamines	3	Anti-depressants
Group Drug Code	Group Drug Name								
1	Alcohol								
2	Amphetamines								
3	Anti-depressants								

	4	Barbiturates	
	5	Benzodiazepines	
	6	Cannabis	
	7	Cocaine	
	8	Crack	
	9	Ecstasy	
	10	Hallucinogens	
	11	Heroin	
	12	Methadone	
	13	Other drugs	
	14	Other Opiates	
	15	Poly use; no details	
	16	Solvents	
	17	Steroids	
	18	Unknown	
Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by secondary substance, the reports are also available in three different organisational views by Region, Agency and CSP.		
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are</p>		

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Frequency of Reporting	Quarterly Update

Quarterly Reports By Tertiary Drug3 Substance - Referrals By Tertiary Drug3 Substance					
Data Source	Welsh National Database Substance Misuse				
Calculation	Count Of Referrals				
Definition	<p>These quarterly reports relate to the number of referrals by Tertiary Substance (drug3) and are available in three different organisational views by Region, Agency and CSP.</p> <p>Tertiary (drug3) Substance is a third substance being used in addition to the primary and secondary substance.</p> <p>This can include alcohol and should also include any illegal substance, over the counter medicines used inappropriately, volatile substances used inappropriately. A substance being used by the person which is prescribed for someone else's use (even if this is friend, partner, family member).</p> <p>Format: 40 Characters</p> <p>The Following is a list of substance and their codes :</p> <p>List Of Group Drug Code & Group Drug Names.</p> <table border="1"> <thead> <tr> <th>Group Drug Code</th><th>Group Drug Name</th></tr> </thead> <tbody> <tr> <td>1</td><td>Alcohol</td></tr> </tbody> </table>	Group Drug Code	Group Drug Name	1	Alcohol
Group Drug Code	Group Drug Name				
1	Alcohol				

	2	Amphetamines	
	3	Anti-depressants	
	4	Barbiturates	
	5	Benzodiazepines	
	6	Cannabis	
	7	Cocaine	
	8	Crack	
	9	Ecstasy	
	10	Hallucinogens	
	11	Heroin	
	12	Methadone	
	13	Other drugs	
	14	Other Opiates	
	15	Poly use; no details	
	16	Solvents	
	17	Steroids	
	18	Unknown	
	Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by Tertiary Substance (drug3), the reports are also available in three different organisational views by Region, Agency and CSP.	
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p>		

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Frequency of Reporting	Quarterly Update

Quarterly Reports By Referral Source - Referrals By Referral Source									
Data Source	Welsh National Database Substance Misuse								
Calculation	Count Of Referrals								
Definition	<p>These quarterly reports relate to the number of referrals by Referral Source and are available in three different organisational views by Region, Agency and CSP.</p> <p>The Referral Source relates to the way in which the client has been referred in order to seek help.</p> <p>Format: Maximum of 30 Characters</p> <p>The Following is a list of referral sources and their codes :</p> <p>List Of Group Drug Code & Group Drug Names.</p> <table border="1"> <thead> <tr> <th>Referral Values</th><th>Referral Source</th></tr> </thead> <tbody> <tr> <td>01</td><td>Statutory Service Provider</td></tr> <tr> <td>02</td><td>Non-Statutory Service Provider</td></tr> <tr> <td>03</td><td>GP</td></tr> </tbody> </table>	Referral Values	Referral Source	01	Statutory Service Provider	02	Non-Statutory Service Provider	03	GP
Referral Values	Referral Source								
01	Statutory Service Provider								
02	Non-Statutory Service Provider								
03	GP								

	04	Self
	05	Prison (previously Arrest Referral)
	06	DRR (previously DTTO)
	07	Youth Offending Team
	08	Probation Service
	09	NHS A & E
	10	Needle/Syringe Exchange Scheme
	11	Psychiatry
	12	Community Care Assessment
	13	Drug Intervention Programme (previously CARAT)
	14	Social Services
	15	CPN/Community Mental Health Team
	16	Solicitor
	17	Family/Friends
	18	Police
	19	Educational Establishment
	20	Job Centre
	21	Support Agencies
	22	Court (previously Other)
	23	Midwife
	24	NHS Other
	25	Other
Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by Referral Source, the reports are also available in three different organisational views by Region, Agency and CSP.	
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into</p>	

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Frequency of Reporting	Quarterly Update

Quarterly Reports By Ethnic Origin - Referrals By Ethnic Origin													
Data Source	Welsh National Database Substance Misuse												
Calculation	Count Of Referrals												
Definition	<p>These quarterly reports relate to the number of referrals by Ethnic Origin, and are available in three different organisational views by Region, Agency and CSP.</p> <p>Ethnic Origin relates to the recording of the data field Ethnic Category.</p> <p>In order to record a client's ethnicity please use the clients own definition and select the appropriate code from the available list.</p> <p>The Categories and values used in this definition are derived from the 2001 census and match the definition in the NHSIA data dictionary.</p> <p>Format: 1 upper case alpha-character.</p> <p>The Following is a list of the values and meanings relating to Ethnic Category:</p> <table border="1"> <thead> <tr> <th>Value</th><th>Meaning</th></tr> </thead> <tbody> <tr> <td></td><td>WHITE</td></tr> <tr> <td>A</td><td>British</td></tr> <tr> <td>B</td><td>Irish</td></tr> <tr> <td>C</td><td>Any Other white background</td></tr> <tr> <td></td><td>MIXED</td></tr> </tbody> </table>	Value	Meaning		WHITE	A	British	B	Irish	C	Any Other white background		MIXED
Value	Meaning												
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	<table> <tr><td>D</td><td>White and black Caribbean</td></tr> <tr><td>E</td><td>White and black African</td></tr> <tr><td>F</td><td>White and Asian</td></tr> <tr><td>G</td><td>Any other mixed background</td></tr> <tr><td></td><td>ASIAN OR ASIAN BRITISH</td></tr> <tr><td>H</td><td>Indian</td></tr> <tr><td>J</td><td>Pakistani</td></tr> <tr><td>K</td><td>Bangladeshi</td></tr> <tr><td>L</td><td>Any other Asian background</td></tr> <tr><td></td><td>BLACK OR BLACK BRITISH</td></tr> <tr><td>M</td><td>Caribbean</td></tr> <tr><td>N</td><td>African</td></tr> <tr><td>P</td><td>Any other black background</td></tr> <tr><td></td><td>OTHER ETHNIC GROUPS</td></tr> <tr><td>R</td><td>Chinese</td></tr> <tr><td>S</td><td>Any other ethnic group</td></tr> <tr><td>Z</td><td>Not stated</td></tr> </table>	D	White and black Caribbean	E	White and black African	F	White and Asian	G	Any other mixed background		ASIAN OR ASIAN BRITISH	H	Indian	J	Pakistani	K	Bangladeshi	L	Any other Asian background		BLACK OR BLACK BRITISH	M	Caribbean	N	African	P	Any other black background		OTHER ETHNIC GROUPS	R	Chinese	S	Any other ethnic group	Z	Not stated
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H	Indian																																		
J	Pakistani																																		
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L	Any other Asian background																																		
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Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by Ethnic Origin, the reports are also available in three different organisational views by Region, Agency and CSP.																																		
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>‘Drill Through’ from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into another software environment.</p> <p>Changing Dimensions Within a Report</p> <p>The output or two-dimensional tabular output report can be edited at any time by the user.</p> <p>To change dimensions access is gained by choosing the select topic function button on the left-hand side of the screen. Using this function dimensions</p>																																		

	<p>can be defined to be the new row axis, different levels of data can be accessed, by selecting a specific dimension of a report and expanding the data held within the selected dimension.</p> <p>Swop Column and Row Axis</p> <p>The user also has the ability to amend the look of the report by swapping the row and column axis within the report area the result can be annotated by using the OTHER Analysis function. Therefore both Select Topic and Other Analysis functions have a role when viewing and manipulating the report.</p>
Frequency of Reporting	Quarterly Update

Quarterly Reports By Status - Referrals By Status											
Data Source	Welsh National Database Substance Misuse										
Calculation	Count Of Referrals										
Definition	<p>These quarterly reports relate to the number of referrals at Status (specified stages of a clients assessment or treatment), they are available in three different organisational views by Region, Agency and CSP.</p> <p>In order to assess the Status (at what stage the client is at), a cross check between the date of full assessment field which is the date that the first comprehensive/full assessment started and a plan for treatment devised and the date treatment began field which is the date when any agreed intervention following the outcome of a full assessment begins, needs to be carried out, this will pinpoint at what stage the client is at regarding assessment or treatment.</p> <p>The Following is a list of the date fields to cross check :</p> <table border="1"> <thead> <tr> <th>Date Field</th><th>The Stage at which the Client is at regarding Assessment or Treatment</th></tr> </thead> <tbody> <tr> <td>Date of full assessment is blank and the date treatment began is blank</td><td>The client has neither been assessed or treated</td></tr> <tr> <td>Date of full assessment is not blank but the date treatment began is blank</td><td>The client has only been assessed</td></tr> <tr> <td>Date of full assessment is blank and the date treatment began is not blank</td><td>The client has only been treated</td></tr> <tr> <td>Date of full assessment is not blank and the date treatment began is not blank</td><td>The client has been Assessed and Treated</td></tr> </tbody> </table>	Date Field	The Stage at which the Client is at regarding Assessment or Treatment	Date of full assessment is blank and the date treatment began is blank	The client has neither been assessed or treated	Date of full assessment is not blank but the date treatment began is blank	The client has only been assessed	Date of full assessment is blank and the date treatment began is not blank	The client has only been treated	Date of full assessment is not blank and the date treatment began is not blank	The client has been Assessed and Treated
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Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by Status, the reports are also available in three										

	different organisational views by Region, Agency and CSP.
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into another software environment.</p> <p>Changing Dimensions Within a Report</p> <p>The output or two-dimensional tabular output report can be edited at any time by the user.</p> <p>To change dimensions access is gained by choosing the select topic function button on the left-hand side of the screen. Using this function dimensions can be defined to be the new row axis, different levels of data can be accessed, by selecting a specific dimension of a report and expanding the data held within the selected dimension.</p> <p>Swop Column and Row Axis</p> <p>The user also has the ability to amend the look of the report by swapping the row and column axis within the report area the result can be annotated by using the OTHER Analysis function. Therefore both Select Topic and Other Analysis functions have a role when viewing and manipulating the report.</p>
Frequency of Reporting	Quarterly Update

Quarterly Reports By DNA (Did Not Attend) - Referrals By DNA (Did Not Attend)	
Data Source	Welsh National Database Substance Misuse
Calculation	Count Of Referrals

Definition	<p>These quarterly reports relate to the number of referrals where a client Did Not Attend, they are available in three different organisational views by Region, Agency and CSP.</p> <p>In order to assess the reason why a client did not attend, the initial indicator is to check the value recorded in the data field Reason Contact Ended, if a value of '05' has been recorded in this field this means that the client did not attend or respond to follow-up contact and in order to pinpoint when the client failed to attend checks against other relevant date fields are carried out, these date fields consist of the date of full assessment field which is the date that the first comprehensive/full assessment started and a plan for treatment devised and the date treatment began field which is the date when any agreed intervention following the outcome of a full assessment begins.</p> <p>The Following is a list of the date fields to cross check against the Reason contact Ended recorded as '05' and the stage at which the client failed to attend:</p> <table border="1" data-bbox="586 783 1487 1178"> <thead> <tr> <th>Date Field</th><th>Stage at which Client DNA'd</th></tr> </thead> <tbody> <tr> <td>Date of full assessment is blank and the date treatment began is blank</td><td>The client failed to attend (DNA) before assessment</td></tr> <tr> <td>Date of full assessment is not blank but the date treatment began is blank</td><td>The client failed to attend (DNA) between assessment and treatment</td></tr> <tr> <td>Date treatment began is not blank</td><td>The client failed to attend (DNA) during treatment</td></tr> <tr> <td>If the record does not fit the above date criteria where the reason contact ended has been recorded with a value of '05'</td><td>Then the unknown records are either different closure reasons or the record may still be open. unknown</td></tr> </tbody> </table>	Date Field	Stage at which Client DNA'd	Date of full assessment is blank and the date treatment began is blank	The client failed to attend (DNA) before assessment	Date of full assessment is not blank but the date treatment began is blank	The client failed to attend (DNA) between assessment and treatment	Date treatment began is not blank	The client failed to attend (DNA) during treatment	If the record does not fit the above date criteria where the reason contact ended has been recorded with a value of '05'	Then the unknown records are either different closure reasons or the record may still be open. unknown
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Organisational View	<p>There are a number of quarterly based reports available which relate to the number of referrals where a client Did Not Attend (DNA), the reports are also available in three different organisational views by Region, Agency and CSP.</p>										
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p>										

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Frequency of Reporting	Quarterly Update

Quarterly Reports By Treated Before - Referrals By Treated Before													
Data Source	Welsh National Database Substance Misuse												
Calculation	Count Of Referrals												
Definition	<p>These quarterly reports relate to the number of referrals by Treated before and are available in three different organisational views by Region, Agency and CSP.</p> <p>The Treated before field relates to an indication of whether the client has been treated before.</p> <p>Format: 2 Characters.</p> <p>The Following is a list of the values and meanings for the treated before data item:</p> <table border="1"> <thead> <tr> <th>Values</th><th>Meaning</th></tr> </thead> <tbody> <tr> <td>01</td><td>Treated before, same agency</td></tr> <tr> <td>02</td><td>Treated before, different agency</td></tr> <tr> <td>03</td><td>Treated before, same and different agencies - (multiple agencies)</td></tr> <tr> <td>04</td><td>Never treated before</td></tr> <tr> <td>05</td><td>Not Known</td></tr> </tbody> </table>	Values	Meaning	01	Treated before, same agency	02	Treated before, different agency	03	Treated before, same and different agencies - (multiple agencies)	04	Never treated before	05	Not Known
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01	Treated before, same agency												
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04	Never treated before												
05	Not Known												
Organisational View	There are a number of quarterly based reports available which relate to the number of referrals by Treated before, the reports are also available in three												

	different organisational views by Region, Agency and CSP.
Other Information	<p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the Quarterly Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into another software environment.</p> <p>Changing Dimensions Within a Report</p> <p>The output or two-dimensional tabular output report can be edited at any time by the user.</p> <p>To change dimensions access is gained by choosing the select topic function button on the left-hand side of the screen. Using this function dimensions can be defined to be the new row axis, different levels of data can be accessed, by selecting a specific dimension of a report and expanding the data held within the selected dimension.</p> <p>Swop Column and Row Axis</p> <p>The user also has the ability to amend the look of the report by swapping the row and column axis within the report area the result can be annotated by using the OTHER Analysis function. Therefore both Select Topic and Other Analysis functions have a role when viewing and manipulating the report.</p>
Frequency of Reporting	Quarterly Update

Introduction

Key Performance Indicators (KPI's) 3 & 4

The National Key Performance Indicators (KPI's) apply to services for individuals who misuse alcohol, drugs and other substances.

They have been refined as a result of a full, formal consultation in Wales and informed by the independent analysis of the proposed indicators by the Institute of Public Care.

Community Safety Partnerships should incorporate the KPI's and related indicators into all Service Level Agreements (SLAs) or contracts.

Each KPI is accompanied by guidance on definitions where appropriate, reporting requirements and data sources.

Any enquiries about the KPI's should be directed, in the first instance, to the appropriate Substance Misuse Advisory Regional Team.

Key Performance Indicator 3 (KPI) 3 - KPI 3 - Measure of Waiting Time between Referral and Assessment	
Data Source	Welsh National Database Substance Misuse
Calculation	Count Of Referrals
Definition	<p>This indicator should be reflected in Service Level Agreements or contracts with service providers and monitored by CSPs.</p> <p>The waiting times audit will provide baseline data for providers and CSPs and will help inform local action planning.</p> <p>Referral - means contact in person, by letter, email, telephone or fax requesting assessment for services.</p> <p>Assessment - means a process of collecting relevant information that results in an agreed care plan. An assessment may not take the form of a single event.</p> <p>The elapsed time between referral and assessment finishes when the assessment process is completed and a care plan has been agreed.</p> <p>The assessment process may be repeated during the course of the client's contact with service. The timing is a matter for the client and the service and is not subject to measurement.</p> <p>'Day' means working day, excluding weekends and bank holidays. It does not mean 'worker day'.</p>
Specification	<p>The Welsh National Database for Substance Misuse will provide the raw data using data items 16 (date of referral) and 20 (date of full assessment).</p> <p>Definitions are contained in the database guidance issued 1st March 2007 and have been included below:</p> <p><u>Data Item 16. Date of Referral</u></p> <p>The date the client was referred to the agency for treatment e.g. date on referral letter, phone call or fax. Or in the case of a self referral by the client, it is the date of the letter, phone call, fax or face to face contact.</p> <p><u>Prison Referrals:</u></p> <p>1) If a pre-referral is received for a client in prison, the referral date will be the date the client is scheduled to be released from prison.</p> <p>2) If the agency begins working with the client before they are released the pre-referral date should be used as the date of referral.</p> <p>Note: It is essential that this data item is completed in order to provide baseline information to examine emerging patterns and trends in referral pathways.</p> <p>See Also Referral Source as these fields are linked. Format: 10 Characters, DD/MM/YYYY</p>

	<p><u>Data Item 20. Date of Full Assessment</u></p> <p>The date that the first comprehensive/full assessment started and a plan for treatment devised.</p> <p>Format: 10 Characters, DD/MM/YYYY</p> <p>Note 1 - If a client has not been in contact for the previous 6 weeks this record should be closed and a new one started</p> <p>Note 2 – This field must be completed if there is an entry for date treatment began.</p>
Rationale	<p>Prompt and meaningful contact with clients is more likely to result in effective on-going contact and treatment.</p> <p>Waiting time for service is an important and relevant measure of performance. Delays are of concern to service users, and are known to compromise treatment.</p>
Other Information	<p>Service providers should report at least quarterly to CSPs on waiting times and agree action plans to address any delays over 10 days between referral and assessment.</p> <p>It is expected that CSPs will monitor progress against Service Provider performance reports on a quarterly basis via their Substance Misuse Action Teams and/or Commissioning Groups.</p> <p>This will be monitored by the Assembly's Substance Misuse Regional Advisory Teams during bi-annual monitoring visits to CSPs and collected and reported centrally at the All-Wales level at six months and year end. This will include the dissemination of good practice in retaining individuals.</p> <p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the KPI Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into another software environment.</p>

	<p>Changing Dimensions Within a Report</p> <p>The output or two-dimensional tabular output report can be edited at any time by the user.</p> <p>To change dimensions access is gained by choosing the select topic function button on the left-hand side of the screen. Using this function dimensions can be defined to be the new row axis, different levels of data can be accessed, by selecting a specific dimension of a report and expanding the data held within the selected dimension.</p> <p>Swop Column and Row Axis</p> <p>The user also has the ability to amend the look of the report by swapping the row and column axis within the report area the result can be annotated by using the OTHER Analysis function. Therefore both Select Topic and Other Analysis functions have a role when viewing and manipulating the report.</p>
Frequency of Reporting	Quarterly Update

Key Performance Indicator 4 (KPI) 4 - KPI 4 - Measure of waiting time between Assessment and Beginning Treatment	
Data Source	Welsh National Database Substance Misuse
Calculation	Count Of Referrals
Definition	<p>This indicator should be reflected in Service Level Agreements or contracts with service providers and monitored by CSPs.</p> <p>The waiting times audit will provide baseline data for providers and CSPs and will help inform local action planning.</p> <p>Assessment - means a process of collecting relevant information that results in an agreed care plan. An assessment may not take the form of a single event.</p> <p>Intervention - means support that is delivered to the client. This may take the form of providing information, counseling or other any other service that appears in the client's care plan.</p> <p>The elapsed time between assessment and first intervention runs from the day on which the care plan is agreed and the day on which the first intervention takes place.</p>
Specification	<p>The Welsh National Database for Substance Misuse will provide the raw data using data items 20 (date of full assessment) and 21 (date treatment began). Definitions</p> <p>are contained in the database guidance issued 1st March 2007 and have been included below:</p>

	<p><u>Data Item 20. Date of Full Assessment</u></p> <p>The date that the first comprehensive/full assessment started and a plan for treatment devised.</p> <p>Format: 10 Characters, DD/MM/YYYY</p> <p>Note 1 - If a client has not been in contact for the previous 6 weeks this record should be closed and a new one started</p> <p>Note 2 – This field must be completed if there is an entry for date treatment began.</p> <p><u>Data Item 21. Date Treatment Began</u></p> <p>The date when any agreed intervention following the outcome of a full assessment begins.</p> <p>Format: 10 Characters, DD/MM/YYYY</p> <p>Note 1 - If a client has not been in contact for the previous 6 weeks this record should be closed and a new one started</p> <p>Note 2 – Where there is a treatment/intervention date there must be a valid entry for 'Date of Full Assessment' If intervention is delivered during the full assessment the date will remain the same for both.</p>
Rationale	<p>Waiting time for service is an important and relevant measure of performance. Delays are of concern to service users, and are known to compromise treatment. Prompt and meaningful contact with clients is more likely to result in effective on-going contact and treatment</p>
Other Information	<p>Service providers should report at least quarterly to CSPs on waiting times and agree action plans to address any delays over 10 days between and assessment and commencement of the agreed care plan.</p> <p>It is expected that CSPs will monitor progress against Service Provider performance reports on a quarterly basis via their Substance Misuse Action Teams and/or Commissioning Groups.</p> <p>This will be monitored by the Assembly's Substance Misuse Regional Advisory Teams during monitoring visits to CSPs and collected and reported centrally at the All-Wales level at six months and year end. This will include the dissemination of good practice in retaining individuals.</p> <p>The results of the reports are displayed in a two-dimensional tabular output, (rows and Columns) and allows the user to:</p> <p>'Drill Through' from the available dimensions displayed in the Report. Drill-</p>

	<p>Through is a powerful means of extending an investigation beyond the count of events to allow the examination of the detailed source records involved.</p> <p>Drill Through Results</p> <p>The user can choose how they wish to view the KPI Reports by selecting any one of the dimensions available within the report view.</p> <p>Once the dimension has been selected, and the user has selected a specific category listed within the dimension the results will be displayed within the two-dimensional tabular output reflecting the user choice. The number of dimensions will vary, in relation to each specific Quarterly Report that are available on the internet.</p> <p>A copy of the report or an export of the data (aggregate values or drill-through records) can be copied to the system clipboard to be pasted into another software environment.</p> <p>Changing Dimensions Within a Report</p> <p>The output or two-dimensional tabular output report can be edited at any time by the user.</p> <p>To change dimensions access is gained by choosing the select topic function button on the left-hand side of the screen. Using this function dimensions can be defined to be the new row axis, different levels of data can be accessed, by selecting a specific dimension of a report and expanding the data held within the selected dimension.</p> <p>Swop Column and Row Axis</p> <p>The user also has the ability to amend the look of the report by swapping the row and column axis within the report area the result can be annotated by using the OTHER Analysis function. Therefore both Select Topic and Other Analysis functions have a role when viewing and manipulating the report.</p>
Frequency of Reporting	Quarterly Update