

AGENCY Reports Training Documentation



Accessing the Substance Misuse Reports

Type in Address Bar :

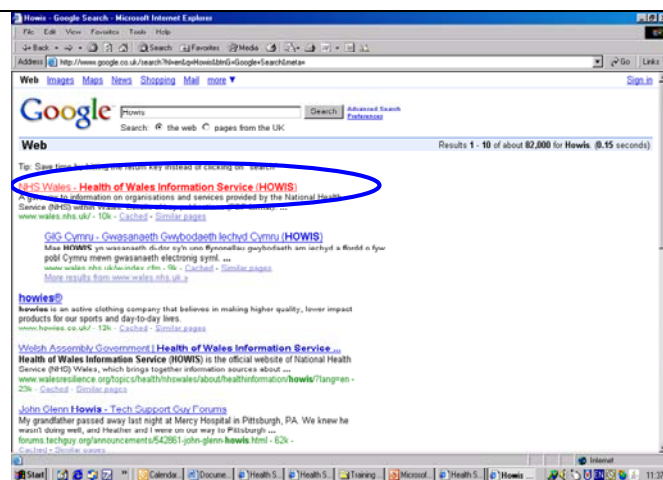
<http://www.wales.nhs.uk/>

and select the Health Statistics link from the main page

The Substance Misuse Report Tool can be accessed via the HOWIS (Health Of Wales Information Service) Internet site

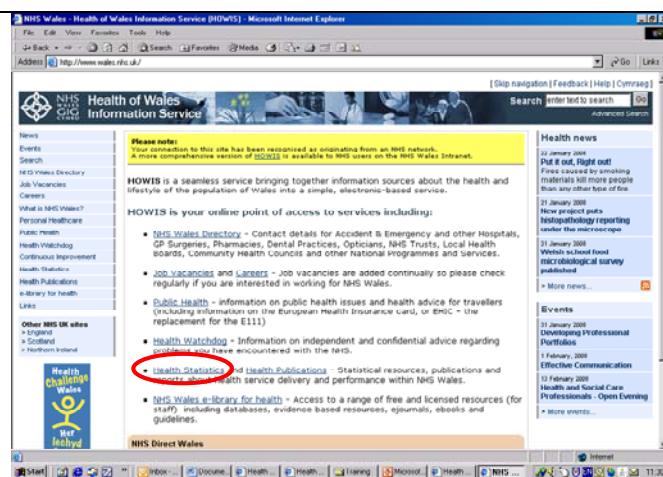
<http://www.wales.nhs.uk/>

then select the Health Statistics link from the main page **or**

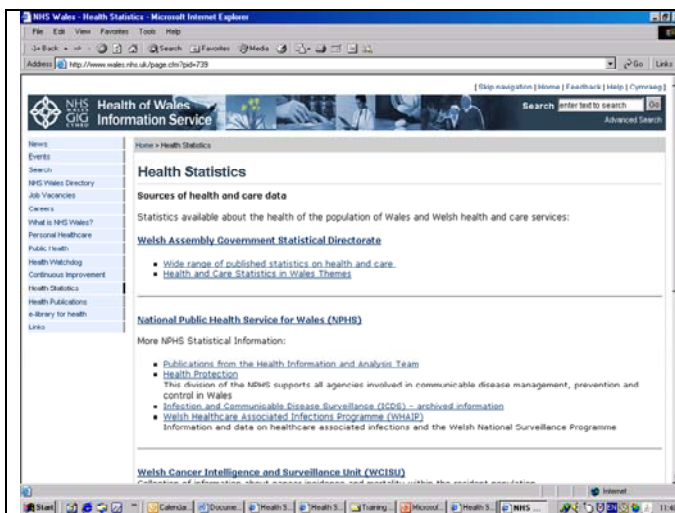


Another way to access The Substance Misuse Report Tool is to use a search engine

1. Type HOWIS into the search field
2. Select the NHS Wales – Health Of Wales Information Service (HOWIS) Link, this will take the user to the main HOWIS page.

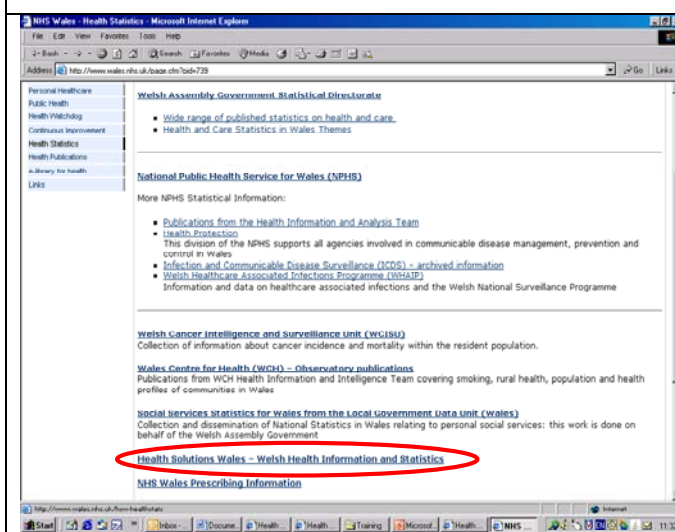


3. From main HOWIS page select Health Statistics link.

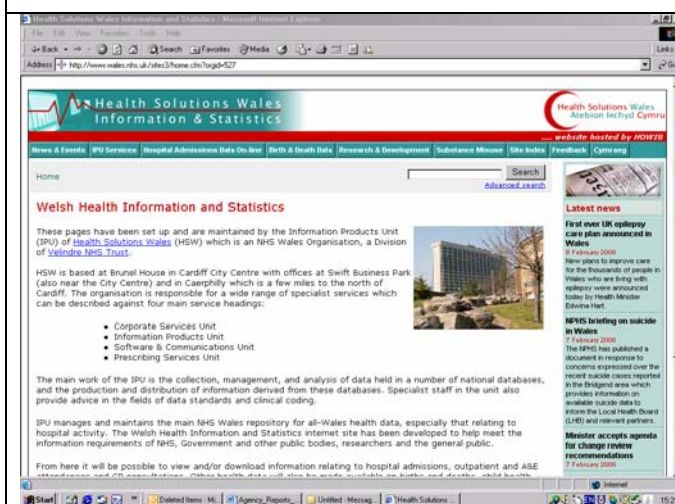


On selection of the Health Statistics Link a new page will open.

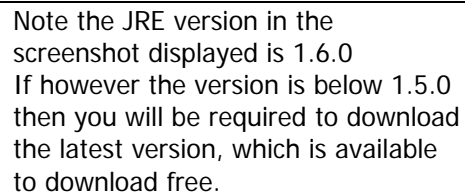
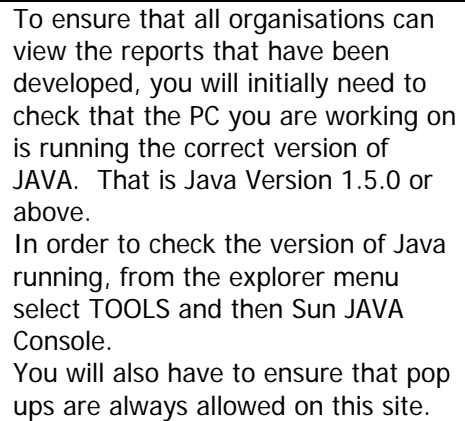
4. Scroll down until you reach the Link [Health Solutions Wales – Welsh Health Information and Statistics](#)



5. Select the link [Health Solutions Wales – Welsh Health Information and Statistics](#)
6. You will then be taken to a new Internet site [Welsh Health Information and Statistics](#)

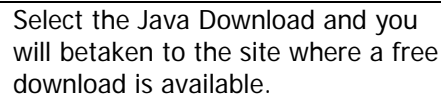


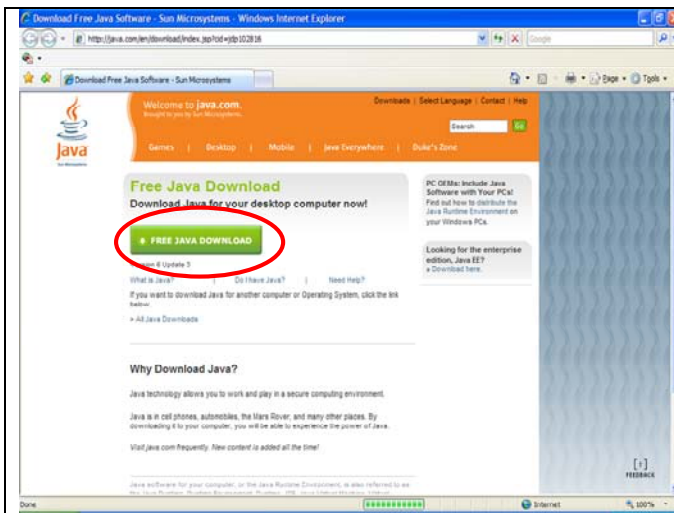
The home page of Welsh Health Information and Statistics should look like this.



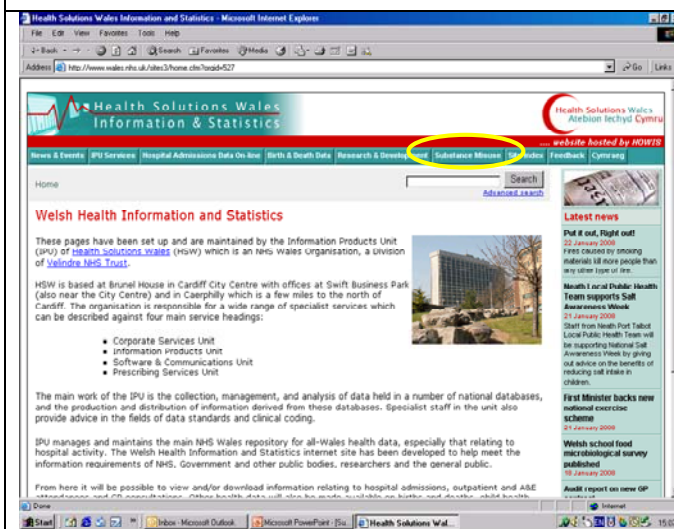
*(Only follow the following instructions if you have anything **below** JAVA Version 1.5.0)*

With your cursor hover over Substance Misuse on the horizontal menu select the link Substance Misuse Information Services.

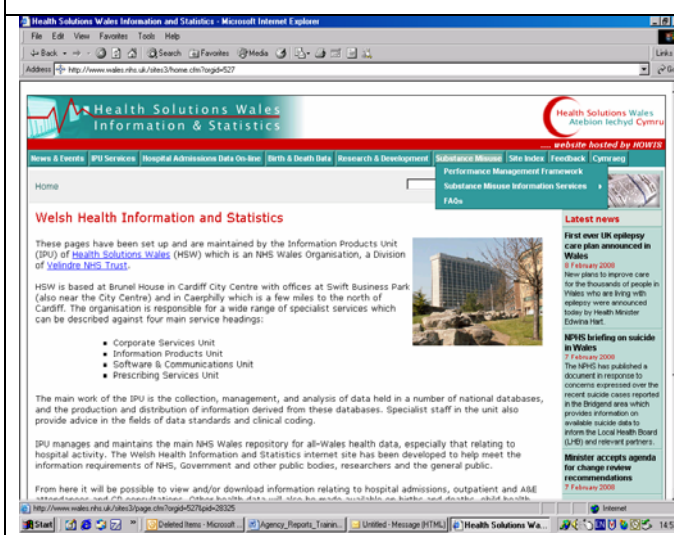




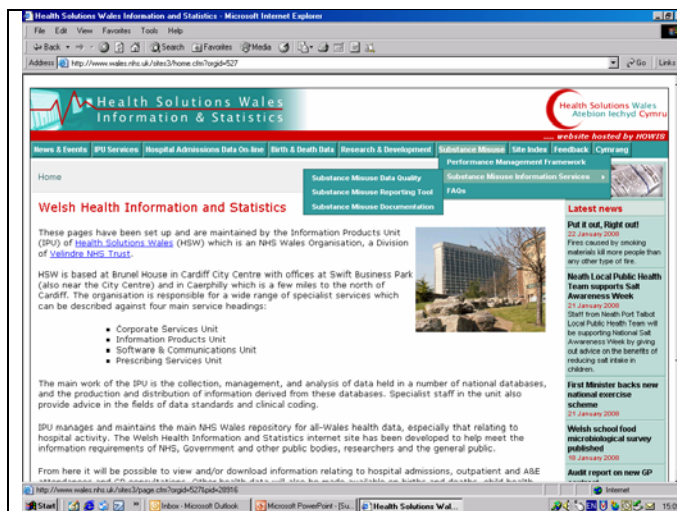
Select the Free Java Download and wait for the latest version to be loaded.



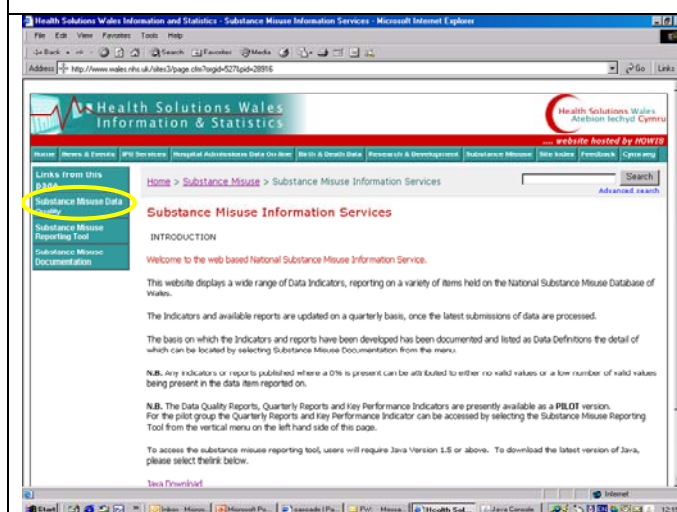
Once the JAVA has been loaded or if the JAVA version on your PC is adequate ensure you are back on the home page of Welsh Health Information and Statistics a horizontal menu can be located, with your cursor hover over Substance Misuse



The menu is expanded into several different categories Performance management Framework, Substance Misuse Information Services and FAQ's.

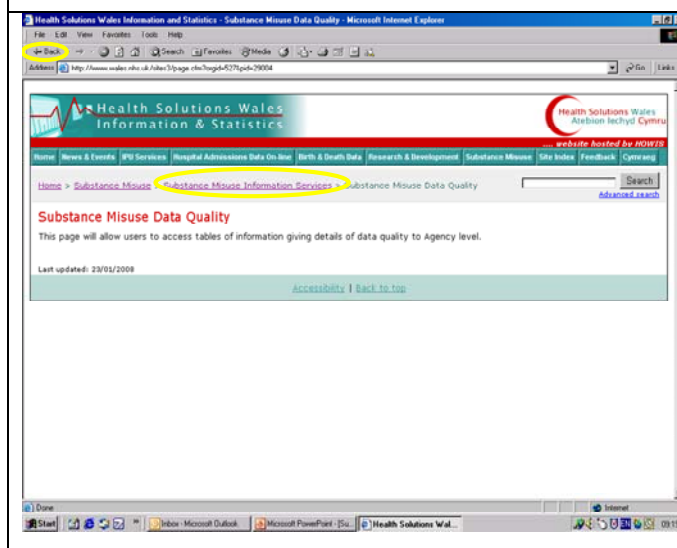


For the purpose of this training session we will focus on the Substance Misuse Information Services Pages, with your cursor hover over Substance Misuse Information Services in the menu dropdown and this will provide you with a number of sub-categories.



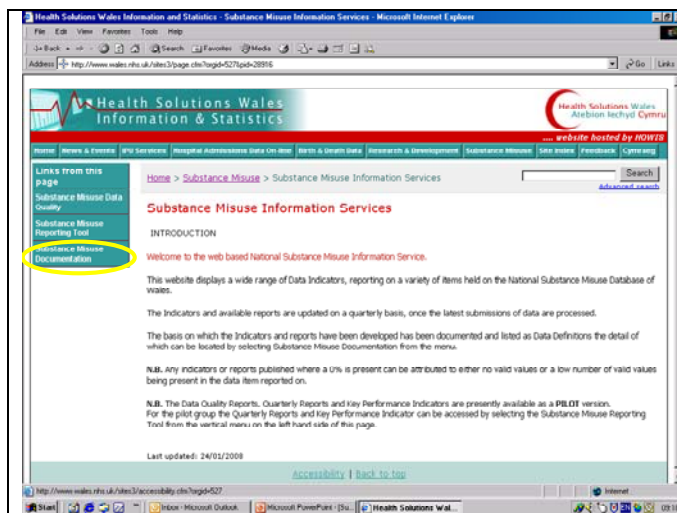
Select Substance Misuse Information Services and note the same sub categories Substance Misuse Data Quality, Substance Misuse Reporting Tool and Substance Misuse Documentation, can be found on the vertical menu left of the page.

From the vertical menu select Substance Misuse Data Quality

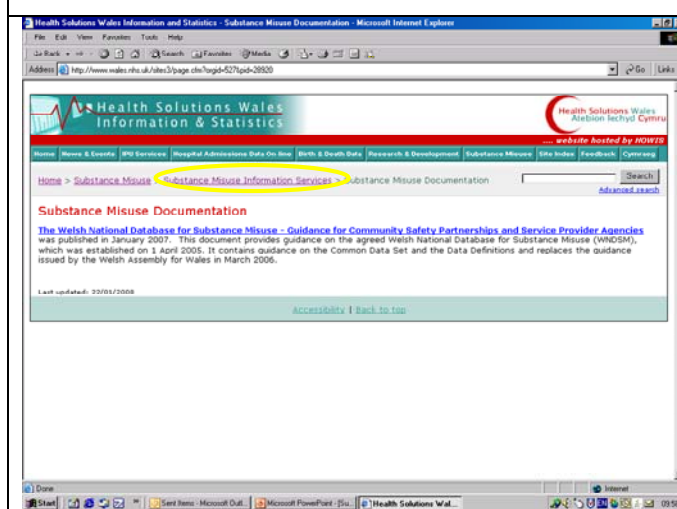


On this page in the near future you will be able to access and view percentage tables relating to Data Quality Reports by Region split by Agency.

You can now go back to the Substance Misuse Information Services page by either selecting the back browser at the top of the page or by selecting the link on the page [Substance Misuse Information Services](#)

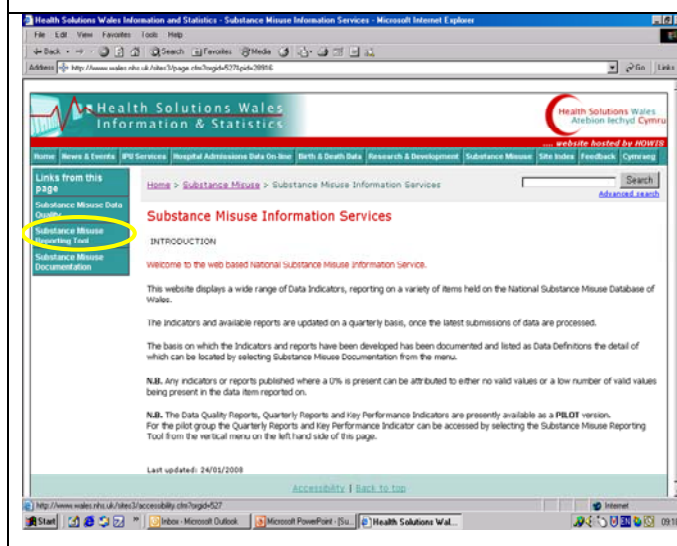


Next select the Substance Misuse Documentation from the vertical menu left of the page.



A number of documents in relation to National Standards, Report User Guide and Training Packs will be made available and published on this site for users.

You can now go back to the Substance Misuse Information Services page by either selecting the back browser at the top of the page or by selecting the link on the page [Substance Misuse Information Services](#)

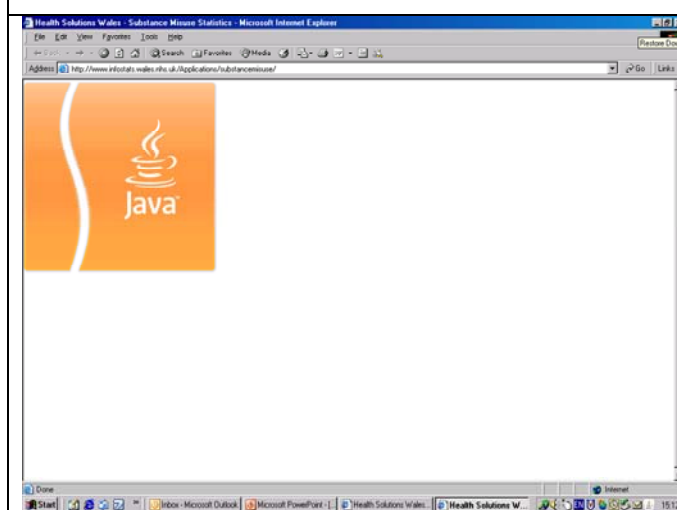


In order to access the Substance Misuse Reports and KPI waiting report, select Substance Misuse Reporting tool from the vertical menu left of the page.



An Introduction to the reporting tool is displayed along with the link to the Reporting Tool System on selecting the link a new page is displayed.

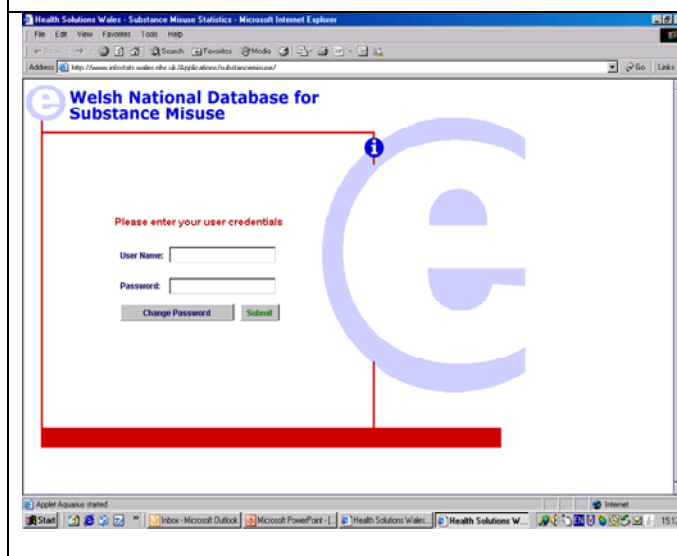
Select the link [Substance Misuse Reports](#)



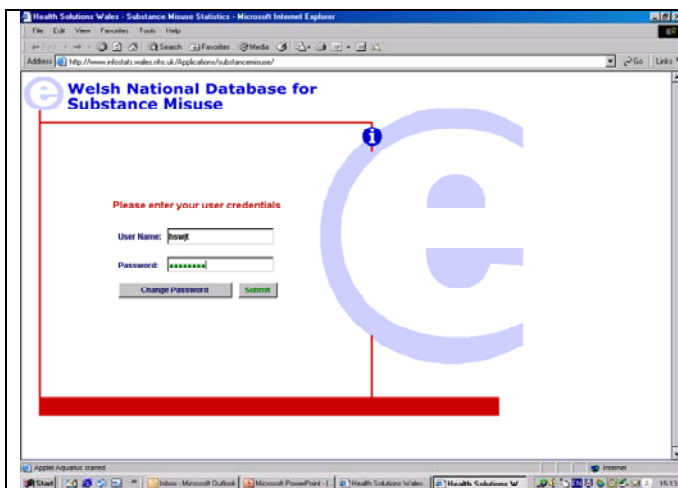
A new window will open.

N.B. The first time of running this application on your machine you may receive a message advising that Aquarius IDE Application is trying to download do you want to allow this action always select **YES**.

Whilst the application is downloading onto your PC a symbol like or similar to the one in the screenshot will be displayed, this symbol informs the users that the reporting tool/application is in the process of downloading, once the download is complete.

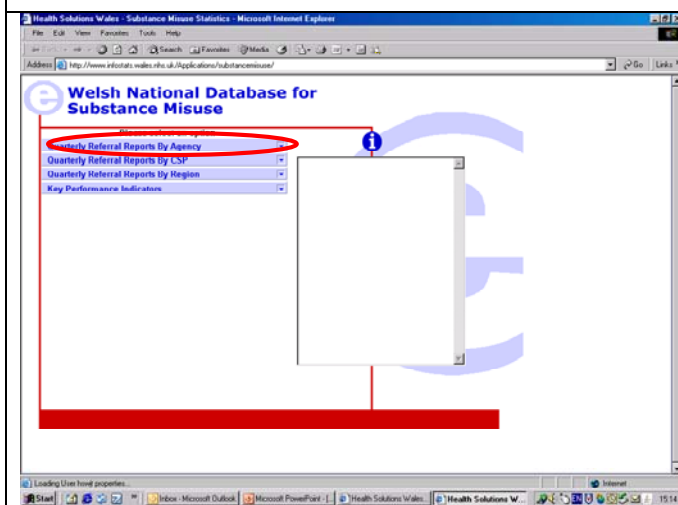


The log in page to the tool/application is displayed, all users will require their own individual log in username and password.

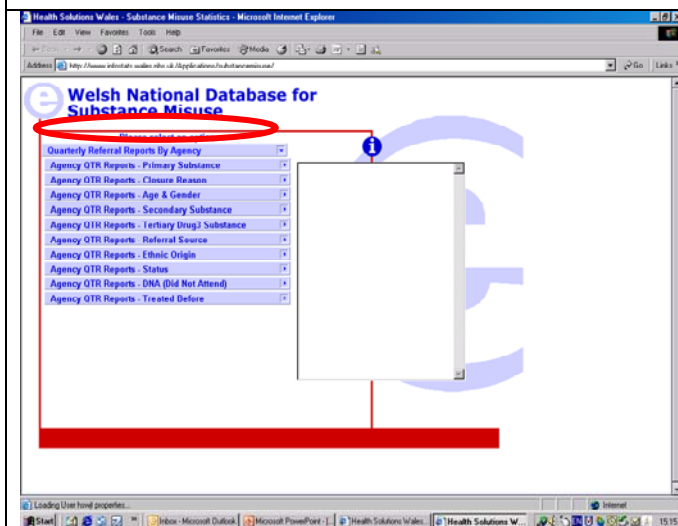


Once the username and password have been input, select the submit button

N.B. Users can also Change Password from the log in page if desired by selecting Change Password and following the instructions.



Once logged on You will note a list and a request to the the user to Please select an option in order to gain access to the available topics, reports, analysis, and graphs, you will need to select a topic from the list, for training purposes only please select [Quarterly Referral Reports By Agency](#)



By selecting [Quarterly Referral Reports By Agency](#) you will note that the display has now changed to show a menu consisting of all the available Topics/Reports held against [Quarterly Referral Reports By Agency](#).

For the purpose of this training session only.

Select [Agency QTR Reports – Primary Substance](#)

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.infodiv.wales.nhs.uk/Applications/SubstanceMisuse/

Drugs: Agency - QTR Referrals By Primary Substance

Agency Group	Drug Group	Agency By Primary Substance Measures				Primary Substance	Quarters		
Agency Group	Drug Group	Referrals				Primary Substance	All Quarters		
		All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006
Primary Substance		75,187	6,585	6,812	6,287	7,098	6,584	7,937	7,322
Alcohol		37,354	2,922	3,093	2,708	3,118	4,231	4,129	3,924
Amphetamines		2,724	196	224	241	215	341	325	262
Anti-depressants		62	8	6	8	3	11	4	4
Barbiturates		4		3					
Benzodiazepines		850	77	97	89	81	111	91	71
Cannabis		4,527	389	358	355	422	554	444	474
Cocaine		1,093	67	80	64	81	99	100	128
Crack		415	36	29	42	52	43	47	41
Ecstasy		188	27	11	15	16	16	25	13
Haloperidol		35	4	1	2	2		4	4
Heroin		14,717	1,183	1,413	1,314	1,450	1,519	1,480	1,322
Mephadone		1,577	89	112	100	108	250	166	162
Other Drugs		215	12	16	14	27	39	41	20
Other Opoids		1,493	95	179	131	113	175	157	124
Polysub, no details		243	14	17	20	22	18	27	24
Solvents		119	0	14	11	0	14	17	13
Steroids		234	11	14	2	12	50	27	21
Unknown		9,637	1,447	1,155	1,191	1,368	1,033	854	705

Ref: Qtr_Agency_Primary_Substance1

Access to the Topic/Report **Agency QTR Reports – Primary Substance** has now been gained, note a detailed tables of data can now be viewed.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.infodiv.wales.nhs.uk/Applications/SubstanceMisuse/

Drugs: Agency - QTR Referrals By Primary Substance

Agency Group	Drug Group	Agency By Primary Substance Measures				Primary Substance	Quarters		
Agency Group	Drug Group	Referrals				Primary Substance	All Quarters		
		All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006
Primary Substance		75,187	6,585	6,812	6,287	7,098	6,584	7,937	7,322
Alcohol		37,354	2,922	3,093	2,708	3,118	4,231	4,129	3,924
Amphetamines		2,724	196	224	241	215	341	325	262
Anti-depressants		62	8	6	8	3	11	4	4
Barbiturates		4		3					
Benzodiazepines		850	77	97	89	81	111	91	71
Cannabis		4,527	389	358	355	422	554	444	474
Cocaine		1,093	67	80	64	81	99	100	128
Crack		415	36	29	42	52	43	47	41
Ecstasy		188	27	11	15	16	16	25	13
Haloperidol		35	4	1	2	2		4	4
Heroin		14,717	1,183	1,413	1,314	1,450	1,519	1,480	1,322
Mephadone		1,577	89	112	100	108	250	166	162
Other Drugs		215	12	16	14	27	39	41	20
Other Opoids		1,493	95	179	131	113	175	157	124
Polysub, no details		243	14	17	20	22	18	27	24
Solvents		119	0	14	11	0	14	17	13
Steroids		234	11	14	2	12	50	27	21
Unknown		9,637	1,447	1,155	1,191	1,368	1,033	854	705

Ref: Qtr_Agency_Primary_Substance1

Note that there are a number of menu ICONS both in a Vertical Menu on the left hand side of the page and in a horizontal menu above the report title bar. We will begin to look at the functionality of the ICON menus. Select the **'Select Topic'** icon from the Vertical Menu on the left hand side of the page

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.infodiv.wales.nhs.uk/Applications/SubstanceMisuse/

Drugs: Agency - QTR Referrals By Primary Substance

Agency Group	Drug Group	Agency By Primary Substance Measures				Primary Substance	Quarters		
Agency Group	Drug Group	Referrals				Primary Substance	All Quarters		
		All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006
Primary Substance		75,187	6,585	6,812	6,287	7,098	6,584	7,937	7,322
Alcohol		37,354	2,922	3,093	2,708	3,118	4,231	4,129	3,924
Amphetamines		2,724	196	224	241	215	341	325	262
Anti-depressants		62	8	6	8	3	11	4	4
Barbiturates		4		3					
Benzodiazepines		850	77	97	89	81	111	91	71
Cannabis		4,527	389	358	355	422	554	444	474
Cocaine		1,093	67	80	64	81	99	100	128
Crack		415	36	29	42	52	43	47	41
Ecstasy		188	27	11	15	16	16	25	13
Haloperidol		35	4	1	2	2		4	4
Heroin		14,717	1,183	1,413	1,314	1,450	1,519	1,480	1,322
Mephadone		1,577	89	112	100	108	250	166	162
Other Drugs		215	12	16	14	27	39	41	20
Other Opoids		1,493	95	179	131	113	175	157	124
Polysub, no details		243	14	17	20	22	18	27	24
Solvents		119	0	14	11	0	14	17	13
Steroids		234	11	14	2	12	50	27	21
Unknown		9,637	1,447	1,155	1,191	1,368	1,033	854	705

Ref: Qtr_Agency_Primary_Substance1

A menu list of Topics are displayed showing several organisational level of topics/reports and analysis coverage that are available.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.ehstat.wales.nhs.uk/Applications/substancemissuse/

Drugs: Agency - QTR Referrals By Primary Substance

Agency Group	Drug Group	Agency By Primary Substance Measure	Primary Substance	Quarters			
Agency Groups	Drug Groups	Referrals	Primary Substance	All Quarters			
All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006
Primary Substance	75,487	6,585	6,812	6,287	7,090	8,504	7,322
Alcohol	37,354	2,922	3,083	2,708	3,118	4,231	3,924
Amphetamines	2,724	196	224	241	215	341	262
Anti-depressants	62	8	6	8	3	11	4
Barbiturates	4	3	3	2	2	4	4
Drug Misuse	678	77	97	69	81	111	71
Agency QTR Reports - Primary Substance			355	422	554	444	474
Agency QTR Reports - Closure Reason			64	81	99	100	128
Agency QTR Reports - Age & Gender			42	52	43	47	41
Agency QTR Reports - Secondary Substance			15	16	16	25	13
Agency QTR Reports - Tertiary Drug Substance			2	2	2	4	4
Agency QTR Reports - Referral Source			1,314	1,450	1,519	1,480	1,322
Agency QTR Reports - Ethnic Origin			100	108	250	166	162
Agency QTR Reports - Status			14	27	39	41	20
Agency QTR Reports - Link (Did Not Attend)			131	113	175	157	124
Agency QTR Reports - Link (Did Not Attend)			20	22	18	27	24
Agency QTR Reports - Treated Before			11	8	14	17	13
Steroids	234	11	14	2	12	50	21
Unknown	6,637	1,447	1,155	1,191	1,368	1,033	705

Ref: Qtr_Agency_Primary_Substance

Hover your cursor over the list and select hold the cursor steady over **'Quarterly Referral Reports By Agency'**, note on selection of this Topic a list is displayed showing the individual reports/analysis coverage of the Topic.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.ehstat.wales.nhs.uk/Applications/substancemissuse/

Drugs: Agency - QTR Referrals By Primary Substance

Agency Group	Drug Group	Agency By Primary Substance Measure	Primary Substance	Quarters			
Agency Groups	Drug Groups	Referrals	Primary Substance	All Quarters			
All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006
Primary Substance	75,487	6,585	6,812	6,287	7,090	8,504	7,322
Alcohol	37,354	2,922	3,083	2,708	3,118	4,231	3,924
Amphetamines	2,724	196	224	241	215	341	262
Anti-depressants	62	8	6	8	3	11	4
Barbiturates	4	3	3	2	2	4	4
Drug Misuse	678	77	97	69	81	111	71
Agency QTR Reports - Primary Substance	355	422	554	444	474		
Agency QTR Reports - Closure Reason	64	81	99	100	128		
Agency QTR Reports - Age & Gender	42	52	43	47	41		
Agency QTR Reports - Secondary Substance	15	16	16	25	13		
Agency QTR Reports - Tertiary Drug Substance	2	2	2	4	4		
Agency QTR Reports - Referral Source	1,314	1,450	1,519	1,480	1,322		
Agency QTR Reports - Ethnic Origin	100	108	250	166	162		
Agency QTR Reports - Status	14	27	39	41	20		
Agency QTR Reports - Link (Did Not Attend)	131	113	175	157	124		
Agency QTR Reports - Link (Did Not Attend)	20	22	18	27	24		
Agency QTR Reports - Treated Before	11	8	14	17	13		
Steroids	234	11	14	2	12	50	21
Unknown	6,637	1,447	1,155	1,191	1,368	1,033	705

Ref: Qtr_Agency_Primary_Substance

From the extended list move your cursor and hover over and select the **'Agency QTR Reports - Closure Reason'**

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ehstat.wales.nhs.uk/Applications/substancemissuse/

Drugs: Agency - QTR Referrals by Closure Reason

Agency Group	Drug Group	Agency By Closure Reason Measure	Quarters	Reason Contact Ended			
Agency Groups	Drug Groups	Referrals	All Quarters	All Reasons Contact Ended			
All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006
All Reasons Contact Ended	75,487	6,585	6,812	6,287	7,090	8,504	7,322
Treatment Complete	12,799	1,329	1,395	1,258	1,395	1,559	1,447
Treatment Withdrawn	240	89	92	74	67	95	66
Referred to another service	3,128	265	265	315	338	365	278
CNP	27,665	3,189	3,131	2,764	3,062	3,146	3,003
Mixed	1,419	95	106	143	170	178	153
Prison	1,151	95	90	125	129	129	145
Decreased	288	27	24	21	31	26	23
Inappropriate Referral	1,432	93	89	88	116	192	157
Other	2,340	317	347	277	323	235	199
Open	24,537	1,086	1,263	1,234	1,437	2,649	2,373

QTR_Agency_Closure_Reason

On selecting the chosen report the view is changed to reflect the new report/analysis.

Users are also able to view other available analysis by selecting the Icon **'Other Analysis'** from the ICONs listed in the menu on the left hand side of the page.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.indicators.wales.nhs.uk/Applications/substancemisuse/

On selecting 'Other Analysis' note that a list of other analysis views and a graph are available.

In this case choose to view 'Agency - Quarterly Referrals By Closure Reason' in essence what this function allows is to swap the rows that are displayed in the report from showing The reason Contact ended to displaying the Agencies.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.indicators.wales.nhs.uk/Applications/substancemisuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Referrals	All Quarters	All Reasons Contact Ended		
All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006
South Wales DIP	75,487	6,585	6,812	6,287	7,898	8,504
Taids	5,512	219	185	136	85	1,251
Drugaid - Claspplay	4,731	385	454	387	384	481
RCT CDAT Llyn-y-nos	429	21	13	14	21	29
RCT CDAT Rhyma	75	4	16	9	1	17
RCT CDAT Mountain Ash	26	10	18	17	14	14
RCT CDAT Merthyr	37	2	2	2	2	2
RCT CDAT Home Detox	11	1	1	1	1	1
RCT CDAT Alcohol Service Rhondda	4	1	1	1	1	1
RCT CDAT Alcohol Service Taff Ely	1	1	1	1	1	1
RCT CDAT OPSC Cynon	687	19	18	18	18	18
RCT CDAT OPSC Taff Ely	688	18	18	18	18	18
Brigend CDAT	3,175	287	327	357	365	325
Neath Port Talbot CDAT	595	42	87	63	53	66
WOCADA Swansea	1,234	148	145	137	159	100
WOCADA Bridgend	768	62	86	70	77	86
WOCADA Neath - 15 Victoria Osh	827	85	71	62	89	86
WOCADA Neath - 30 Victoria Osh	616	53	63	154	55	58
WOCADA ARI Brigend	600	69	80	51	64	88

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

This is the result (Agencies in Row replace the Reason Contact Ended)

In order to manipulate this report further you will need to change the dimensions that are available. What is a dimension?

Dimensions are, specifically, the Row and Column axes of a table which will display the output from the report, together with other dimensions which are used to define filters and/or conditions for counting and aggregating the statistics into the table. Up to 10 dimensions can be used concurrently if required by users within a single report.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.indicators.wales.nhs.uk/Applications/substancemisuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Agency By Closure Reason/Measure	Quarters	Reason Contact Ended		
All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006
South Wales DIP	75,487	6,585	6,812	6,287	7,898	8,504
Taids	5,512	219	185	136	85	1,251
Drugaid - Claspplay	4,731	385	454	387	384	481
RCT CDAT Llyn-y-nos	429	21	13	14	21	29
RCT CDAT Rhyma	75	4	16	9	1	17
RCT CDAT Mountain Ash	26	10	18	17	14	14
RCT CDAT Merthyr	37	2	2	2	2	2
RCT CDAT Home Detox	11	1	1	1	1	1
RCT CDAT Alcohol Service Rhondda	4	1	1	1	1	1
RCT CDAT Alcohol Service Taff Ely	1	1	1	1	1	1
RCT CDAT OPSC Cynon	687	19	18	18	18	18
RCT CDAT OPSC Taff Ely	688	18	18	18	18	18
Brigend CDAT	3,175	287	327	357	365	325
Neath Port Talbot CDAT	595	42	87	63	53	66
WOCADA Swansea	1,234	148	145	137	159	100
WOCADA Bridgend	768	62	86	70	77	86
WOCADA Neath - 15 Victoria Osh	827	85	71	62	89	86
WOCADA Neath - 30 Victoria Osh	616	53	63	154	55	58
WOCADA ARI Brigend	600	69	80	51	64	88

Click your cursor in the Agency Group Dimension

An example of a dimension can be seen here and if you want to highlight a specific Agency in the report then expand the Agency dimension.

In order to do this move the cursor over the dimension Agency Group a message will appear select new value of Agency_Group and click

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.infodiv.wales.nhs.uk/Applications/substance misuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Referrals	Reasons Contact Ended
		All Quarters	All Reasons Contact Ended
Agency Groups		75,407	6,695
South Wales DIP		592	1
Tests		5,512	219
Drugs - Cerebroly		4,731	385
RCT CDAT Liven-y-ess		429	21
RCT CDAT-Rissus		19	1
RCT CDAT Mountain Ash		254	4
RCT CDAT Meddyr		182	10
RCT CDAT Home Delos		37	2
RCT CDAT Alcohol Service Rhonda		2	1
RCT CDAT Alcohol Service Taff Ely		11	4
RCT CDAT OPSC Conon		1	1
Bridgend CDAT		687	19
Neath Port Talbot CDAT		680	18
WOCADA Swansea		3,175	287
WOCADA Port Talbot		695	42
WOCADA North-15 Victoria Ods		1,234	148
WOCADA North-30 Victoria Ods		758	62
WOCADA AR Bridgend		827	85
WOCADA AR NPT		616	53
WOCADA AR NPT		600	69

The Agency_Group list will expand. Select the required Agency in this Case select Bridgend CDAT.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.infodiv.wales.nhs.uk/Applications/substance misuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Referrals	Reasons Contact Ended
		All Quarters	All Reasons Contact Ended
Agency Groups		75,407	6,695
South Wales DIP		592	1
Tests		5,512	219
Drugs - Cerebroly		4,731	385
RCT CDAT Liven-y-ess		429	21
RCT CDAT-Rissus		19	1
RCT CDAT Mountain Ash		254	4
RCT CDAT Meddyr		182	10
RCT CDAT Home Delos		37	2
RCT CDAT Alcohol Service Rhonda		2	1
RCT CDAT Alcohol Service Taff Ely		11	4
RCT CDAT OPSC Conon		1	1
Bridgend CDAT		687	19
Neath Port Talbot CDAT		680	18
WOCADA Swansea		3,175	287
WOCADA Port Talbot		695	42
WOCADA North-15 Victoria Ods		1,234	148
WOCADA North-30 Victoria Ods		758	62
WOCADA AR Bridgend		827	85
WOCADA AR NPT		616	53
WOCADA AR NPT		600	69

Note the row for Bridgend CDAT is emboldened in the report view.

N.B. Please note that if the user selects an agency that is not within the users view on the screen then the user may have to scroll the report until they locate their chosen agency.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.infodiv.wales.nhs.uk/Applications/substance misuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Referrals	Reasons Contact Ended
		All Quarters	All Reasons Contact Ended
Agency Groups		75,407	6,695
South Wales DIP		592	1
Tests		5,512	219
Drugs - Cerebroly		4,731	385
RCT CDAT Liven-y-ess		429	21
RCT CDAT-Rissus		19	1
RCT CDAT Mountain Ash		254	4
RCT CDAT Meddyr		182	10
RCT CDAT Home Delos		37	2
RCT CDAT Alcohol Service Rhonda		2	1
RCT CDAT Alcohol Service Taff Ely		11	4
RCT CDAT OPSC Conon		1	1
Bridgend CDAT		687	19
Neath Port Talbot CDAT		680	18
WOCADA Swansea		3,175	287
WOCADA Port Talbot		695	42
WOCADA North-15 Victoria Ods		1,234	148
WOCADA North-30 Victoria Ods		758	62
WOCADA AR Bridgend		827	85
WOCADA AR NPT		616	53
WOCADA AR NPT		600	69

Click your cursor in the Drug Group Dimension

To define the criteria further within the report for example if a you wish to view the number of Alcohol referrals by Agency and All Level Reasons Contact Ended, select the drug group dimension, in order to do this move the cursor over the dimension Drug Group a message will appear select new value of Drug Group and click

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.hscwales.nhs.uk/Applications/SubstanceMisuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Agency By Closure Reason Measure				Reason Contact Ended	
		Alcohol	Referrals	Quarters	Apr-Jun 2006	All Reasons Contact Ended	Treatment Complete
Bridgeport CDAT	All Quarters	37,244	2,922	3,093	2,709	3,119	4,231
Agency Groups							
South Wales DIP		9					1
Tedd		2,678	12	80	65	31	611
Drugaid - Caerphilly		2,229	146	184	164	173	254
RCT CDAT Llan-y-nos		267	10	5	9	17	16
RCT CDAT-Risins		15					
RCT CDAT Mountain Ash		123	3	3	3	11	9
RCT CDAT-Merthyr		68	2	3	6	2	8
RCT CDAT Home Detox		26					
RCT CDAT Alcohol Service Rhondda		3					
RCT CDAT Alcohol Service Taff Ely		11					
RCT CDAT GPOC Cymru		1					
RCT CDAT GPOC Taff Ely		1					
Bridgeport CDAT		239	2		6	21	36
North Port Talbot CDAT		146	4	5	2	6	25
WOCADA Swansea		1,859	164	195	140	134	183
WOCADA Port Talbot		245	12	26	20	10	29
WOCADA Bridgend		839	92	94	87	108	58
WOCADA Neath - 15 Victoria Odn		262	18	39	24	25	24
WOCADA Neath - 30 Victoria Odn		629	51	47	77	77	68
WOCADA AB Bridgend		252	15	18	38	28	29
WOCADA AB NPT		280	24	29	25	22	37

To define the detail in the report further select the dimension '**Reason Contact Ended**' move the cursor over the Reason Contact Ended dimension, a message will appear select new value of Reason Contact Ended and click

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.hscwales.nhs.uk/Applications/SubstanceMisuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Agency By Closure Reason Measure				Reason Contact Ended	
		Alcohol	Referrals	Quarters	Apr-Jun 2006	All Reasons Contact Ended	Treatment Complete
Bridgeport CDAT	All Quarters	37,244	2,922	3,093	2,709	3,119	4,231
Agency Groups							
South Wales DIP		9					1
Tedd		2,678	12	80	65	31	611
Drugaid - Caerphilly		2,229	146	184	164	173	254
RCT CDAT Llan-y-nos		267	10	5	9	17	16
RCT CDAT-Risins		15					
RCT CDAT Mountain Ash		123	3	3	3	11	9
RCT CDAT-Merthyr		68	2	3	6	2	8
RCT CDAT Home Detox		26					
RCT CDAT Alcohol Service Rhondda		3					
RCT CDAT Alcohol Service Taff Ely		11					
RCT CDAT GPOC Cymru		1					
RCT CDAT GPOC Taff Ely		1					
Bridgeport CDAT		239	2		6	21	36
North Port Talbot CDAT		146	4	5	2	6	25
WOCADA Swansea		1,859	164	195	140	134	183
WOCADA Port Talbot		245	12	26	20	10	29
WOCADA Bridgend		839	92	94	87	108	58
WOCADA Neath - 15 Victoria Odn		262	18	39	24	25	24
WOCADA Neath - 30 Victoria Odn		629	51	47	77	77	68
WOCADA AB Bridgend		252	15	18	38	28	29
WOCADA AB NPT		280	24	29	25	22	37

A drop down list of all available Reasons Contact Ended held in the dimension will appear. Move the cursor over the list within the dimension and select '**Treatment Complete**'

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.hscwales.nhs.uk/Applications/SubstanceMisuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Agency By Closure Reason Measure				Reason Contact Ended	
		Alcohol	Referrals	Quarters	Apr-Jun 2006	Treatment Complete	Treatment Complete
Bridgeport CDAT	All Quarters	7,563	713	820	674	735	886
Agency Groups							
South Wales DIP		239	1	40	33	6	48
Tedd		380	29	44	29	28	61
Drugaid - Caerphilly		5					1
RCT CDAT Llan-y-nos		1					
RCT CDAT-Risins		2			1		1
RCT CDAT Mountain Ash		1					
RCT CDAT-Merthyr		7					
RCT CDAT Home Detox							
RCT CDAT Alcohol Service Rhondda							
RCT CDAT Alcohol Service Taff Ely							
RCT CDAT GPOC Cymru							
RCT CDAT GPOC Taff Ely							
Bridgeport CDAT		36	2		1	7	9
North Port Talbot CDAT		21	3	1		2	4
WOCADA Swansea		181	12	12	16	16	12
WOCADA Port Talbot		11	1	1	2	1	2
WOCADA Bridgend		70	8	9	15	8	7
WOCADA Neath - 15 Victoria Odn		21	3	4	6	1	3
WOCADA Neath - 30 Victoria Odn		25	4	4	4	4	1
WOCADA AB Bridgend		27	2	3	6	6	1
WOCADA AB NPT		36	1	4	4	6	4

Note that the report has now been defined to the number of Alcohol referrals by Agency where the '**Reason Contact Ended**' is due to Treatment being complete.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.ehstat.wales.nhs.uk/Applications/substancemissuse/

Drugs: Agency - Referrals By Closure Reasons

Agency Group	Drug Group	Agency By Closure Reason Measure	Quarter	Reason Contact Ended	Treatment Complete		
Original CDAT	Alcohol	Referrals	Apr-Jun 2005	Apr-Jun 2006	Jul-Sep 2006		
All Quarters	7,563	713	820	674	735	886	895
Agency Groups							
South Wales LSP	239	1	40	33	6	48	27
Tels	380	29	44	29	29	61	61
Drugaid - Caerphilly	6						
RCT CDAT Llan-y-nos	1					1	
RCT CDAT Risins	1						
RCT CDAT Mountain Ash	2			1			1
RCT CDAT Merthyr	1						
RCT CDAT Home Detox	7						
RCT CDAT Alcohol Service Rhondda							
RCT CDAT Alcohol Service Taff Ely							
RCT CDAT GPSC Upton							
RCT CDAT GPSC Taff Ely							
Brigend CDAT	36	2		1	7	8	9
Heaven Port Tafford CDAT	21	3	1		2	5	4
WOCADA Beirneba	101	12	12	16	18	8	12
WOCADA Port Tafford	11	1	1	2	1	1	2
WOCADA Brigend	70	8	9	15	8	9	7
WOCADA Health - 15 Victoria Oaks	21	3	4	5	1	3	3
WOCADA Health - 30 Victoria Oaks	26	4	4	4	4	4	1
WOCADAAR Brigend	27	2	3	6	6	1	1
WOCADAAR NPT	36	1	4	4	6	9	4

Report: Ref_Agency_Closure_reason

There is a GO BACK Icon by selecting this Icon it will take you back to the previous report.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.ehstat.wales.nhs.uk/Applications/substancemissuse/

Drugs: Agency - QTR Referrals by Closure Reason

Agency Group	Drug Group	Agency By Closure Reason Measure	Quarter	Reason Contact Ended	Treatment Complete		
Original CDAT	Alcohol	Referrals	Apr-Jun 2005	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006	
All Reasons Contact Ended	239	2	6	21	36	48	31
Treatment Complete	36	2		7	8	9	3
Treatment Withdrawn	9		1	1	2	5	
Referred to another service	3				1		
DNA	67			6	17	19	9
Moved	2			1			
Prison							
Deceased	4			1		2	
Inappropriate Referral	1			1			
Other							
Open	117		4	2	8	13	19

Report: QTR_Agency_Closure_reasons

N.B Dimensions that have been changed do not change back even though the report goes back to the original Topic level of Referrals by Closure Reason

N.B. Even though the rows in the report view are back to the original selection, please note that the dimensions do not revert back to the original settings.

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Favorites Modes

Use of Deceased Selection to Default

Drugs: Agency - QTR Referrals by Closure Reason

Agency Group	Drug Group	Agency By Closure Reason Measure	Quarter	Reason Contact Ended	Treatment Complete		
Enbriand CDAT	Alcohol	Referrals	Apr-Jun 2005	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006	
All Reasons Contact Ended	239	2	6	21	36	48	31
Treatment Complete	36	2		7	8	9	3
Treatment Withdrawn	9		1	1	2	5	
Referred to another service	3				1		
DNA	67			6	17	19	9
Moved	2			1			
Prison							
Deceased	4			1		2	
Inappropriate Referral	1			1			
Other							
Open	117		4	2	8	13	19
	4						3

Home Page

GO BACK

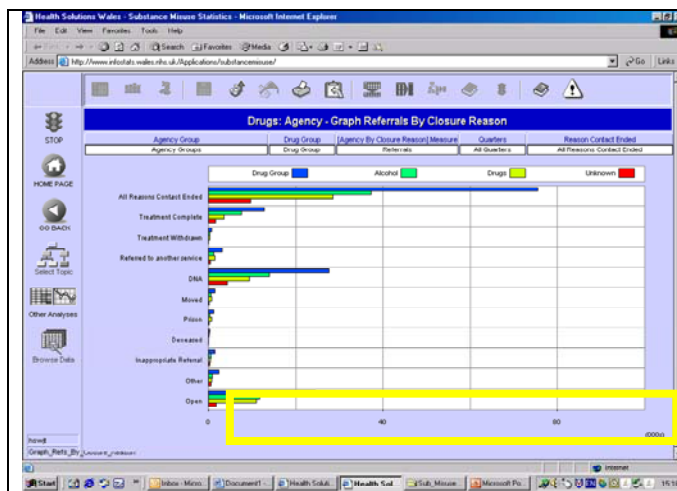
Select Topic

Other Analysis

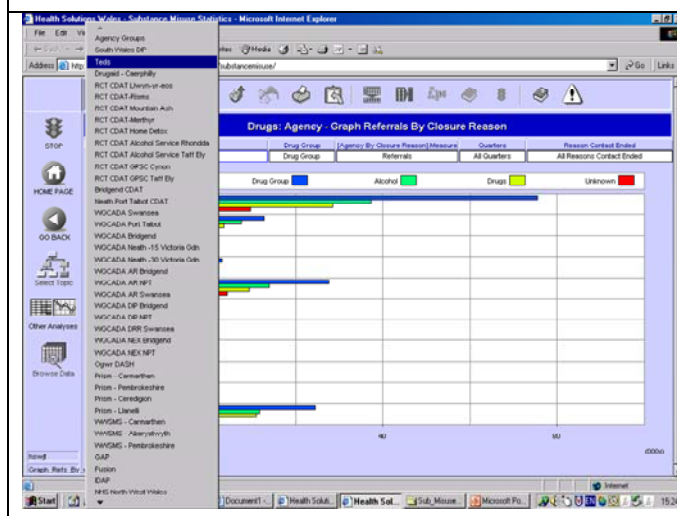
Drugs Data

Report: QTR_Agency_Closure_reasons

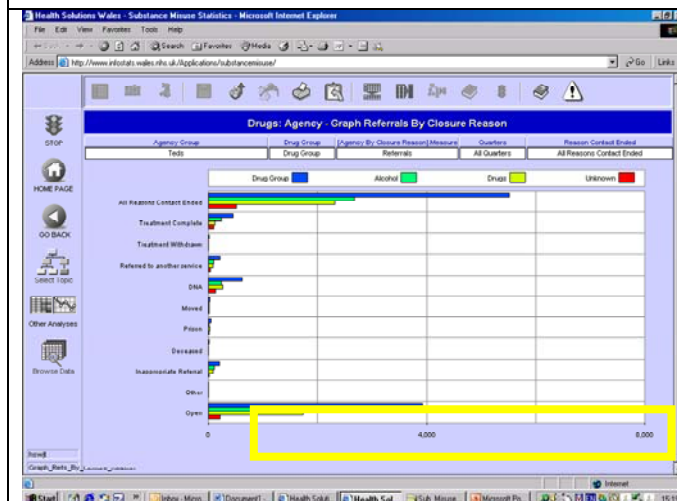
In order to do this you will need select the Icon on the horizontal menu above the title bar, hover the cursor over the Icon and a message will be displayed '**Set All Dimension Selectors to Defaults**' select the Icon to simply reset all the dimension selectors back to the default levels.



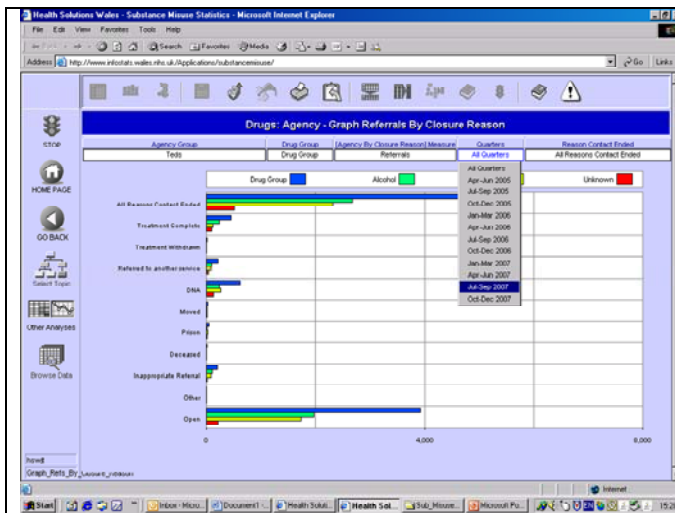
The Graph detail will be displayed, in this example the Graph shows a total Number of referrals for all agencies, all quarters by Total Drug Group and Total Reason contact ended the values are graphically displayed in total block values of 20,000's, again these graphs can be manipulated to reflect a more defined criteria by breaking down the detail held in the dimensions, break down the '**Agency Group**' dimension



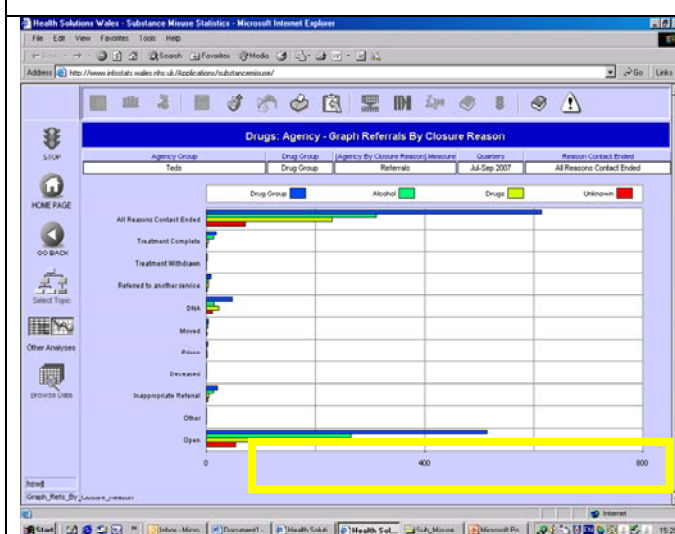
The '**Agency Group**' dimension is expanded, for this training session select Teds from the list.



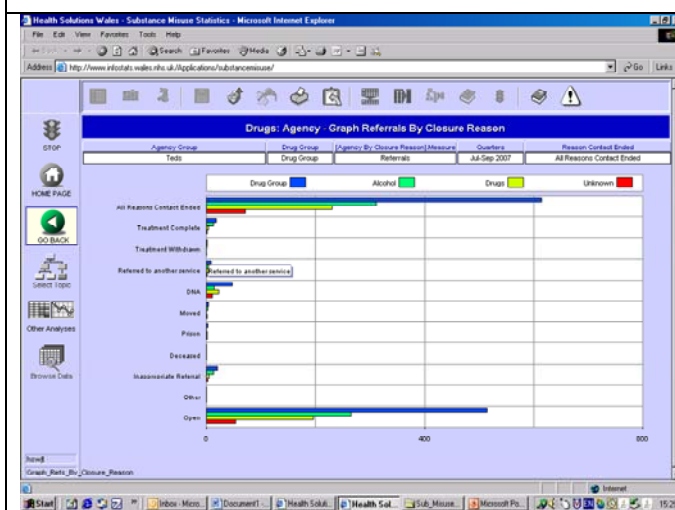
The graphical value has now changed from 20,000 block values to 2,000 block values – To define the graph further, break down the time period by selecting the '**Quarters**' dimension



From the list expanding on selecting the '**Quarters**' dimension, select Jul-Sep 2007.



The graphical value has now changed from 2,000 block values to 200 block values, as the graph has now been define to reflect the number of referrals for All Reasons Contact Ended for the Agency Tedsfor All Drug Groups for the '**Quarters**' Jul-Sep 2007.



Again by selecting the GO BACK Icon the you are able to return to the original report before you chose the Graphical view from the '**Other Analysis**'

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ehstat.wales.nhs.uk/Applications/substancemisuse/

Drugs: Agency - QTR Referrals by Closure Reason

Agency Group	Drug Group	Agency By Closure Reason/Measure	Quarters	Reason Contact Ended				
Tests	Drug Group	Referrals	Jul-Sep 2007	All Reasons Contact Ended				
All Reasons Contact Ended	All Quarters	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006	
Treatment Complete	5,512	219	165	136	85	1,251	704	717
Treatment Withdrawn	455	89	69	40	10	76	27	24
Referred to another service	6					1	1	1
DATA	219	13	13	15	1	50	25	19
Moved	624	80	57	37	3	120	42	66
Prison	25	2	1		1	3	3	5
Deceased	48	2	4	1	1	1	1	1
Inappropriate Referral	6	1				1	1	1
Other	203					28	27	41
Open	3,926	32	21	35	68	965	562	543

QTR_Agency_Closure_Reasons

Again please note that although the report reverts back the original report selected the dimensions do no revert back to the default settings

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

Address: http://www.ehstat.wales.nhs.uk/Applications/substancemisuse/

Drugs: Agency - QTR Referrals by Closure Reason

Agency Group	Drug Group	Agency By Closure Reason/Measure	Referrals	Quarters	Reason Contact Ended			
Agency Group	Drug Group	Referrals	All Quarters	All Quarters	All Reasons Contact Ended			
All Reasons Contact Ended	75,487	6,595	6,812	6,287	7,699	6,594	7,352	
Treatment Complete	12,799	1,329	1,395	1,258	1,395	1,559	1,447	1,223
Treatment Withdrawn	748	89	92	74	87	95	86	55
Referred to another service	3,129	285	285	315	338	395	393	276
DATA	27,665	3,169	3,131	2,764	3,062	3,148	3,093	2,717
Moved	1,419	95	106	143	170	178	187	153
Prison	1,161	66	80	126	129	129	146	129
Deceased	268	27	24	21	31	26	33	23
Inappropriate Referral	1,432	93	89	86	116	192	179	157
Other	2,348	317	347	277	333	235	199	187
Open	24,537	1,086	1,263	1,224	1,437	2,549	2,273	2,400

QTR_Agency_Closure_Reasons

In order to do this you will need select the Icon on the horizontal menu above the title bar, hover the cursor over the Icon and a message will be displayed '**Set All Dimension Selectors to Defaults**' select the Icon to simply reset all the dimension selectors back to the default levels

Health Solutions Wales - Substance Misuse Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.ehstat.wales.nhs.uk/Applications/substancemisuse/

Home Page Go Back Select Logic Other Functions Resource Data

Drugs: Agency - QTR Referrals by Closure Reason

Agency Group	Drug Group	Agency By Closure Reason/Measure	Referrals	Quarters	Reason Contact Ended			
Agency Group	Drug Group	Referrals	All Quarters	All Quarters	All Reasons Contact Ended			
All Reasons Contact Ended	All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006
		75,487	6,595	6,812	6,287	7,699	6,594	7,352
Treatment Complete		12,799	1,329	1,395	1,258	1,395	1,559	1,447
Treatment Withdrawn		748	89	92	74	87	95	86
Referred to another service		3,129	285	285	315	338	395	393
DATA		27,665	3,169	3,131	2,764	3,062	3,148	3,093
Moved		1,419	95	106	143	170	178	187
Prison		1,161	66	80	126	129	129	146
Deceased		268	27	24	21	31	26	33
Inappropriate Referral		1,432	93	89	86	116	192	179
Other		2,348	317	347	277	333	235	199
Open		24,537	1,086	1,263	1,224	1,437	2,549	2,273

QTR_Agency_Closure_Reasons

Report Back to original Result

The report is now back to the original format

There is a '**Browse Data**' Icon on menu on the left side of the page.

Drugs: Agency - QTR Referrals by Closure Reason

Agency Group	Drug Group	Agency By Closure Reason Measure	Quarters	Reasons Contact Ended
Agency Group	Drug Group	Referrals	All Quarters	All Reasons Contact Ended
All Reasons Contact Ended				
75,487	6,585	6,812	6,287	7,088
12,799	1,429	1,395	1,430	1,395
248	89	82	74	87
3,128	285	265	315	398
27,665	3,169	3,171	3,764	3,062
1,411	Warning			
170				
178				
187				
153				
175				
129				
149				
129				
26				
31				
26				
143				
116				
192				
170				
157				
234				
377				
236				
199				
187				
24,513				
1,437				
2,548				
2,373				
2,400				

On selecting this ICON the message displayed advises the user **that 'Data browsing is temporarily disabled'**, problems have been encountered where the results returned have not reflected the correct values, the supplier is aware of this problem and is working towards a solution.

Drugs: Agency - QTR Referrals by Closure Reason

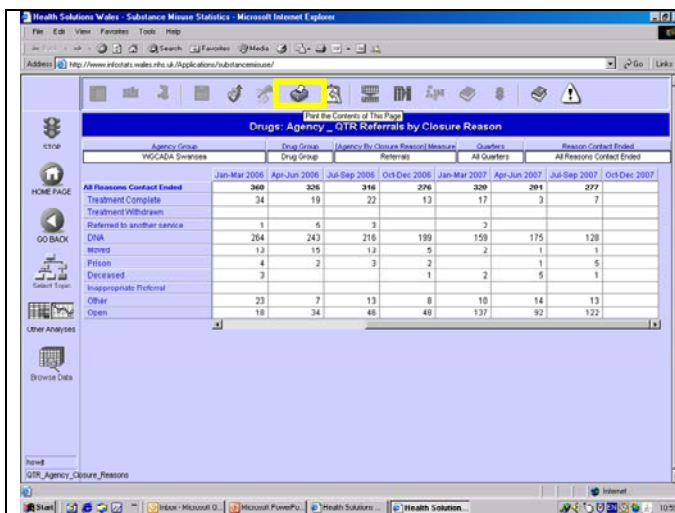
Agency Group	Drug Group	Agency By Closure Reason Measure	Quarters	Reasons Contact Ended
Agency Group	Drug Group	Referrals	All Quarters	All Reasons Contact Ended
New Value of Agency Group				
7,098	8,504	7,937	7,222	8,211
1,395	1,559	1,447	1,222	1,327
87	95	86	55	59
338	385	383	278	323
3,062	3,148	3,083	2,717	2,565
170	178	187	153	134
129	129	148	129	101
31	26	33	23	31
116	192	170	157	168
377	336	199	187	177
1,437	2,548	2,373	2,400	3,313
				3,872
				4,368
				751

In order to allow you to view some of the functionality of the tool/application and for the purpose of this training session only, from the 'Agency Group' dimension select WGCADA Swansea.

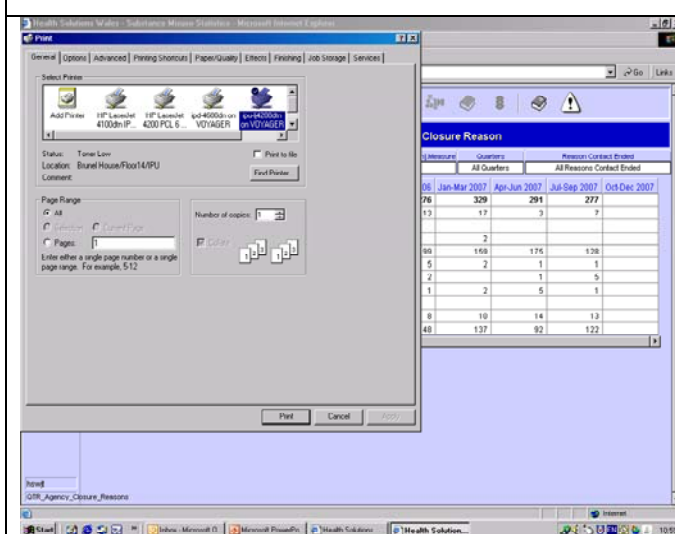
Drugs: Agency - QTR Referrals by Closure Reason

Agency Group	Drug Group	Agency By Closure Reason Measure	Quarters	Reasons Contact Ended
Agency Group	Drug Group	Referrals	All Quarters	All Reasons Contact Ended
WGCADA Swansea				
Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006	Jan-Mar 2007
Apr-Jun 2007	Jul-Sep 2007	Oct-Dec 2007		
All Reasons Contact Ended				
369	325	316	276	329
34	19	22	13	17
3				3
1	5	3		2
264	243	218	199	159
13	15	13	5	2
1	2	3	2	1
3			1	2
				5
				1
37	7	13	8	16
14				13
18	34	46	48	137
				92
				122

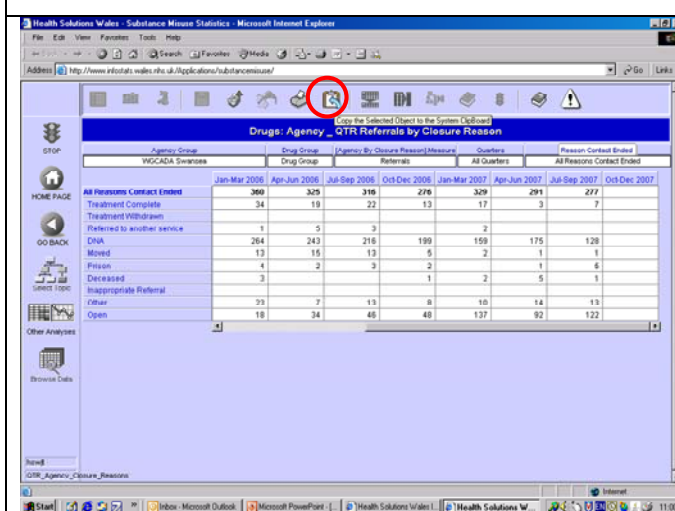
The report view should now reflect the same details as displayed in the screenshot to the left.



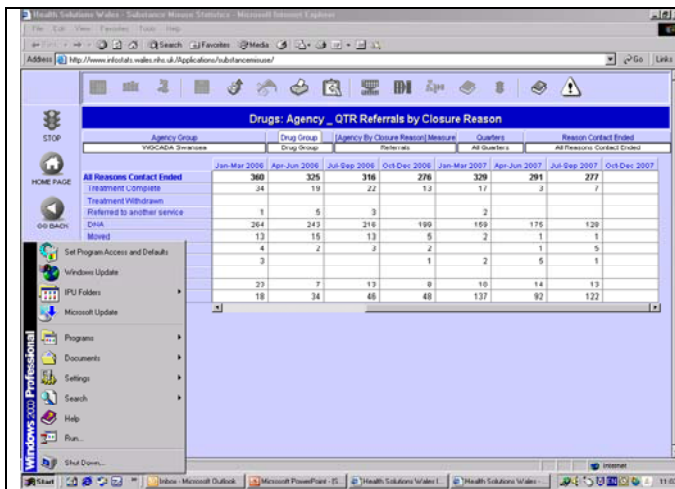
There is a print facility available within the tool/application and can be utilised as long as the PC is link to a printer, you have the ability to print an actual screen shot of the report and not just the table of data. by selecting this PRINT Icon which can be located on the horizontal menu above the report title bar.



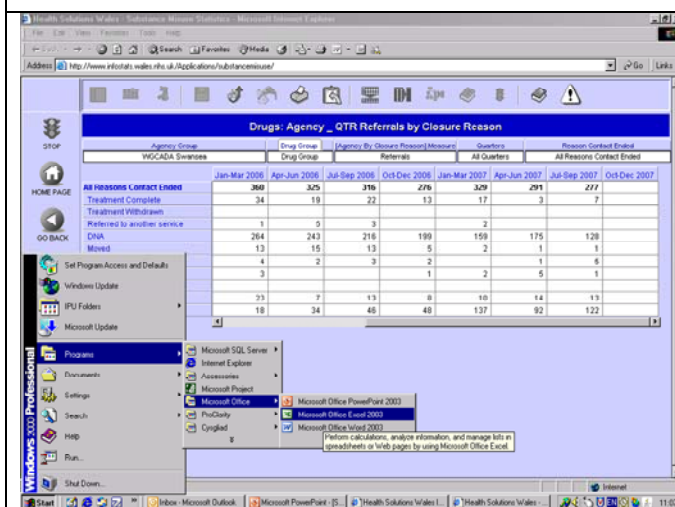
On selection a printer window is opened if your PC is connected to a number of network printers select the relevant printer and select the 'Print' button.



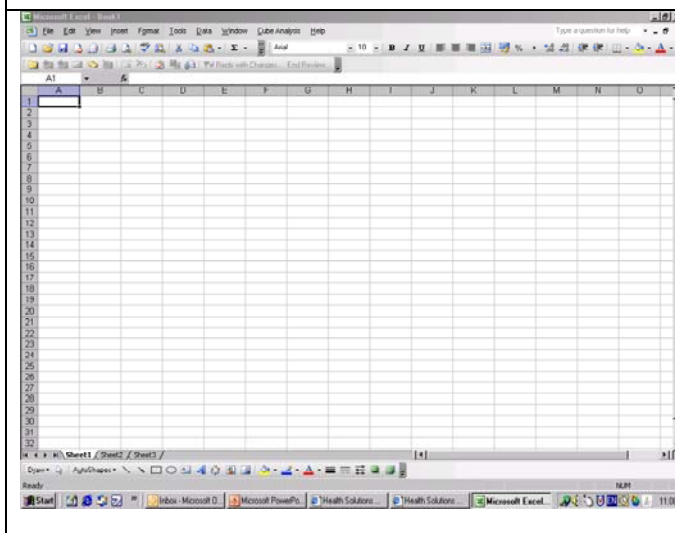
There is also the functionality available which will allow you to copy the actual table of data as displayed in the report into another application, this can be completed by selecting the clipboard Icon, which can be located on the horizontal menu above the report title bar. Click on the clipboard Icon



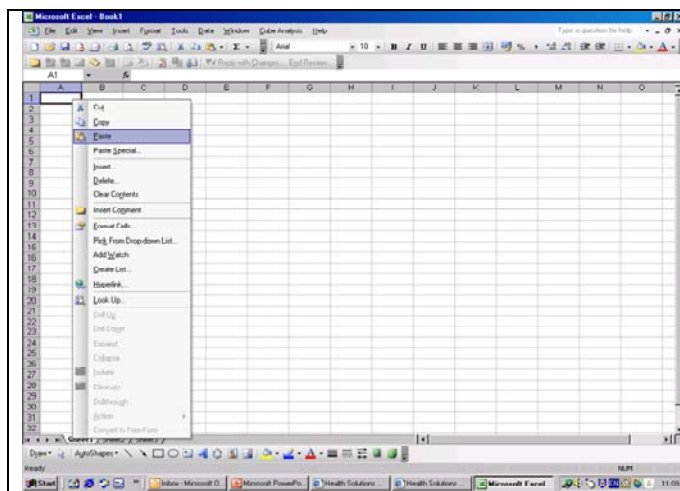
Then open a new application. Go to the Start menu on the PC, select **'Programs'**



From the expanded list, select **'Microsoft Office'** from this expanded list. Select **'Microsoft Office Excel'**



This will open a New Workbook



In order to paste the data copied into the Excel worksheet place your cursor in one of the cells on the worksheet and right hand click on your mouse this will open up a menu select the **'Paste'** from the menu, this will paste the data copied from the tool/application into the worksheet.

This screenshot shows the same Excel worksheet with data pasted from a report. The data is organized in columns for quarters (All Quarters, Apr-Jun 2005, Jul-Sep 2005, Oct-Dec 2005, Jan-Mar 2006, Apr-Jun 2006, Jul-Sep 2006, Oct-Dec 2006, Jan-Mar 2007, Apr-Jun 2007) and rows for various categories (All Reasons, Treatment Complete, Treatment Withdrawn, Referred to another service, DNA, Moved, Prison, Deceased, Inappropriate Referral, Other, Open). The data is highlighted in blue.

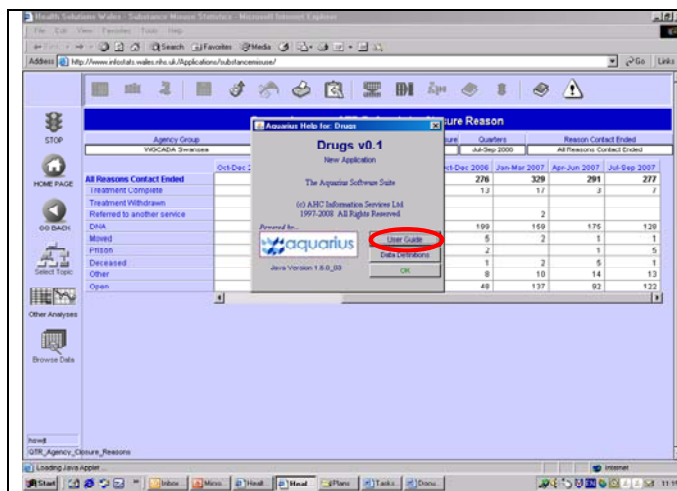
	All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006	Jan-Mar 2007	Apr-Jun 2007
All Reasons	3175	267	327	387	360	325	316	276	329	277
Treatment Complete	196	21	19	40	34	19	22	13	17	7
Treatment Withdrawn	3	2	1							
Referred to another service	22	6	2	3	1	5	3		2	
DNA	2141	227	254	276	264	243	216	199	159	128
Moved	81	1	9	21	13	15	13	5	2	1
Prison	32	1	5	9	4	2	3	2	1	5
Deceased	13	1			3		1	2	5	1
Inappropriate Referral										
Other	136	17	17	14	23	7	13	8	10	13
Open	552	11	21	23	18	34	46	46	137	122

Note that in this instance only the data held within the confines of the table in the report area of the tool/application is copied no dimensions or surrounding menu icons have been copied.

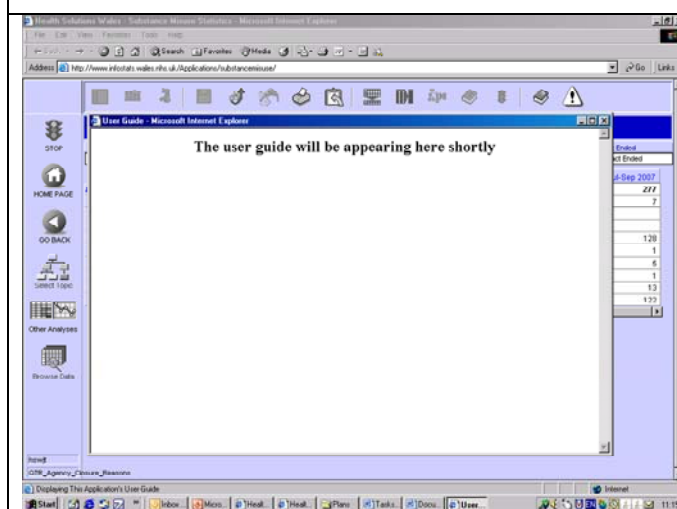
This screenshot shows the same Excel worksheet with the data table selected. The entire table, including all rows and columns, is highlighted in blue, indicating it is selected for further action.

	All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006	Jan-Mar 2007	Apr-Jun 2007
All Reasons	3175	267	327	387	360	325	316	276	329	277
Treatment Complete	196	21	19	40	34	19	22	13	17	7
Treatment Withdrawn	3	2	1							
Referred to another service	22	6	2	3	1	5	3		2	
DNA	2141	227	254	276	264	243	216	199	159	128
Moved	81	1	9	21	13	15	13	5	2	1
Prison	32	1	5	9	4	2	3	2	1	5
Deceased	13	1			3		1	2	5	1
Inappropriate Referral										
Other	136	17	17	14	23	7	13	8	10	13
Open	552	11	21	23	18	34	46	46	137	122

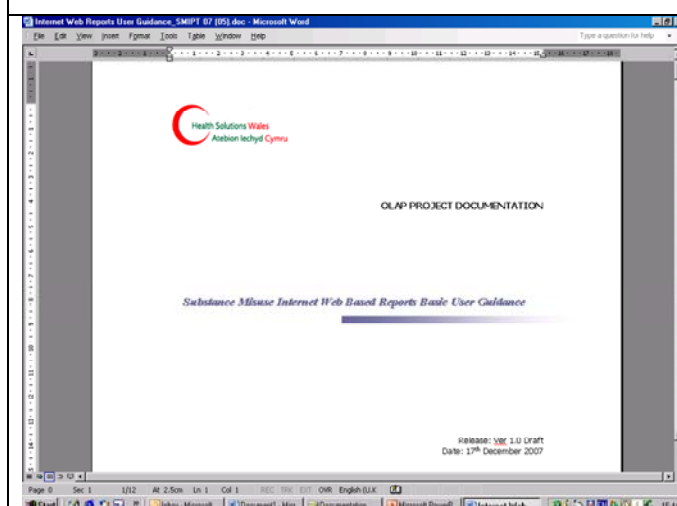
The data can be tidied, highlighting the data in the report and expanding the rows and columns as necessary.



By selecting this Icon a new window will open allowing you access to the User Guide and Data Definitions. The User Guide has been written in order to aid users navigate the reports and analysis held in the tool/application.

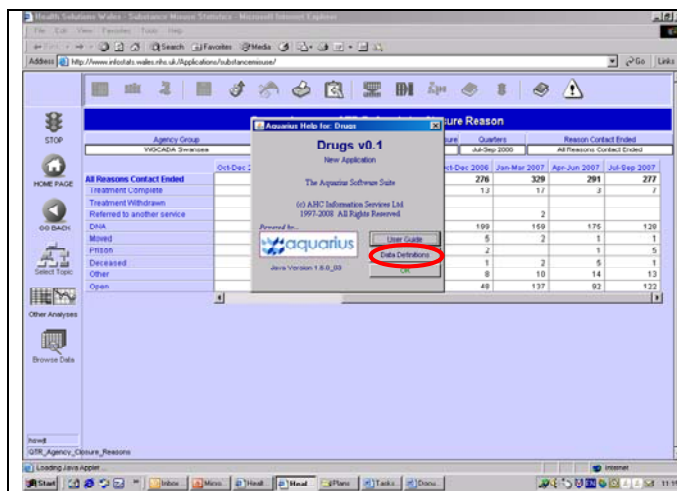


On selecting the 'User Guide' Button from the new window, a window will open presently this windows displays a message advising users that **'The user Guide will be appearing here shortly'** for the time being as the user guide has yet to be completed.

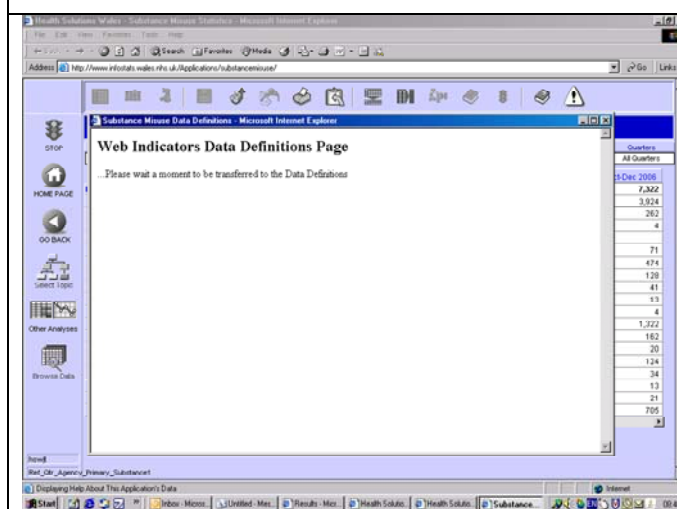


In the meantime the latest version of the User Guide will be available for download as a .pdf document from the **'Substance Misuse Documentation'** page which can be located from the **'Substance Misuse Information Services'** Web Page.

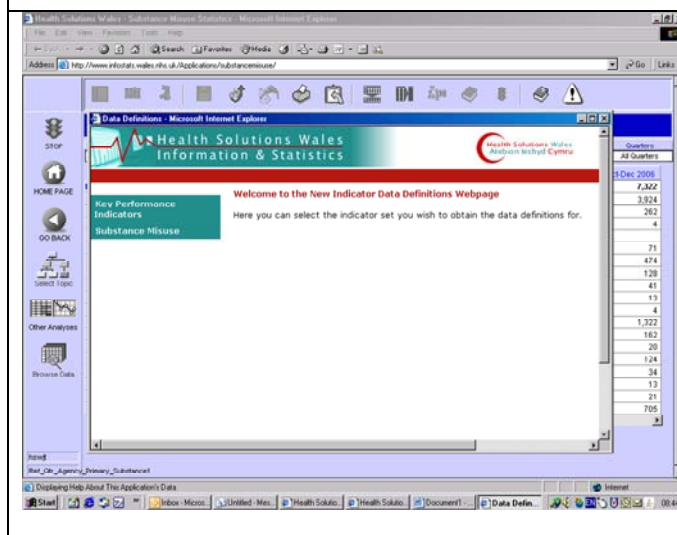
Close the window



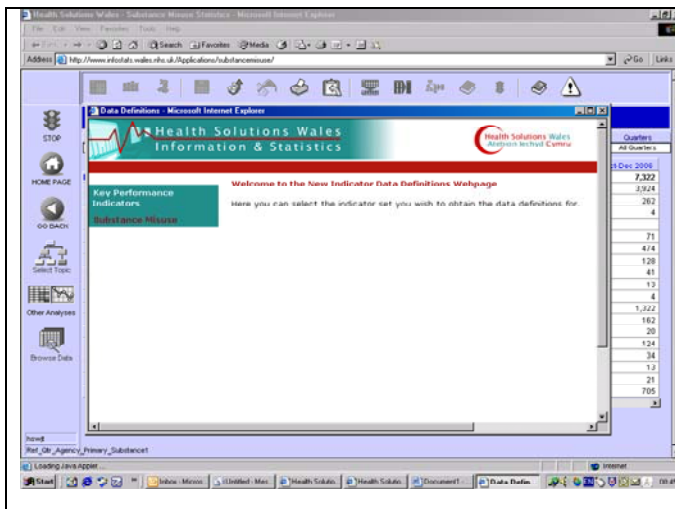
You will be taken back to 'Get Help' window, select the '**Data Definitions**' button is the supporting documentation defining the data items reported upon. On selecting the Data Definitions a new page is opened



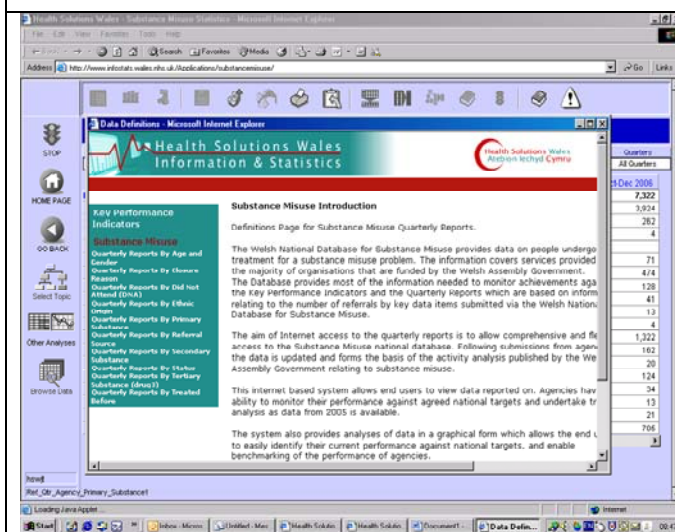
On selecting the '**Data Definitions**' button from the window, a window will open this windows displays a message advising users that this is the '**Web Indicators Data Definitions Page**' Please wait a moment to be transferred to the Data Definitions. Wait for the data definitions to load



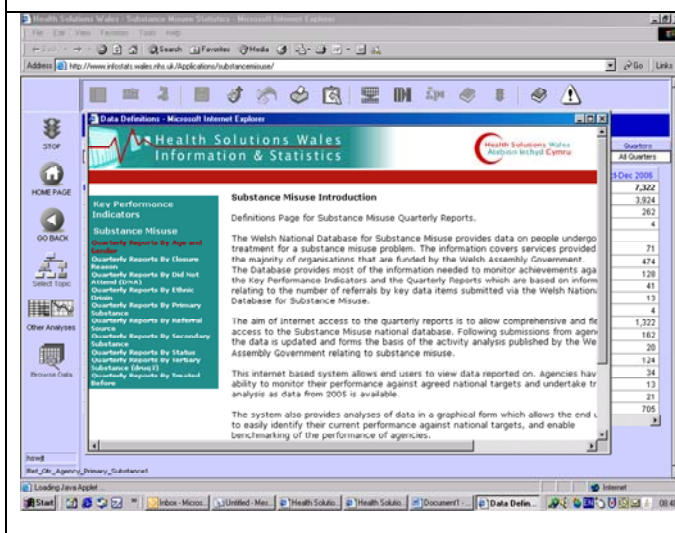
Once loaded you have the ability to navigate through the definitions of the details held in the reports.



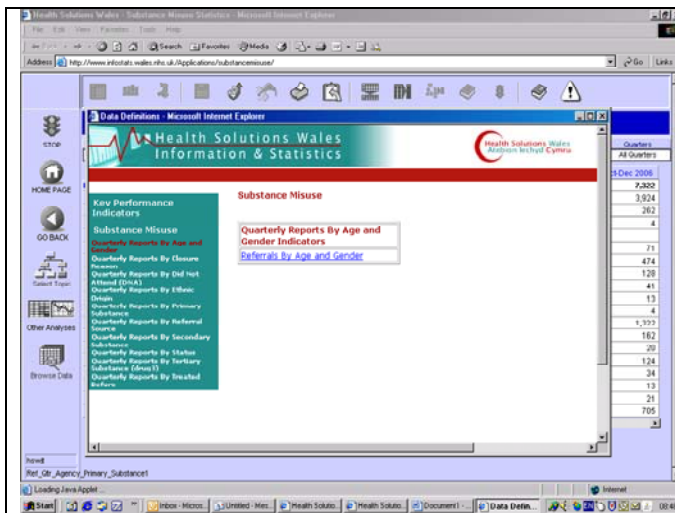
Select Substance Misuse from the menu on the left hand side of the page, this will provide access to the supporting documentation of the Quarterly reports



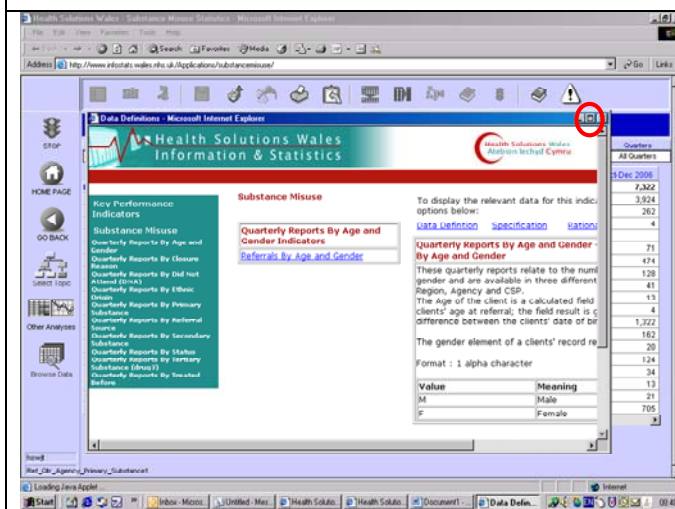
On selecting Substance Misuse the list of reports is made available, from here you can define your search by selecting one of the report listed.



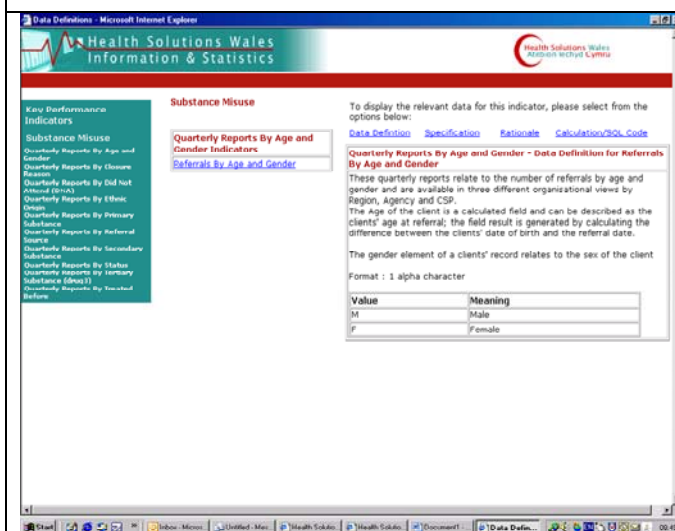
From the expanded menu, select 'Quarterly reports by age and gender'



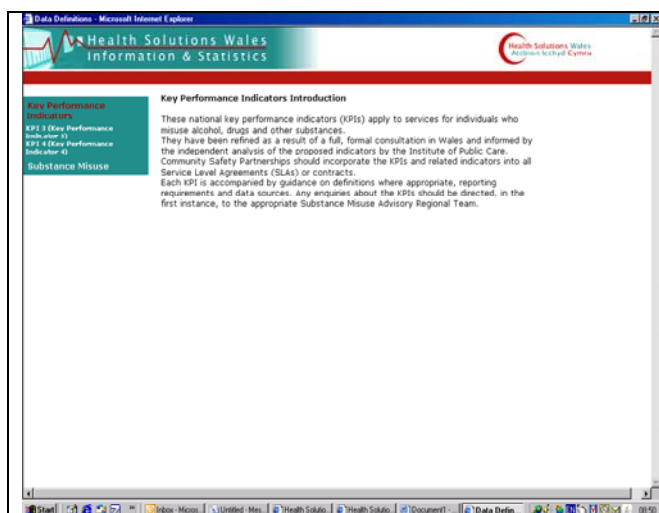
The item is displayed from here select the link Referrals By Age and gender



On selecting the link, the definition detail is made available and can be clearly viewed by maximising the page.



To see full details Maximise the screen



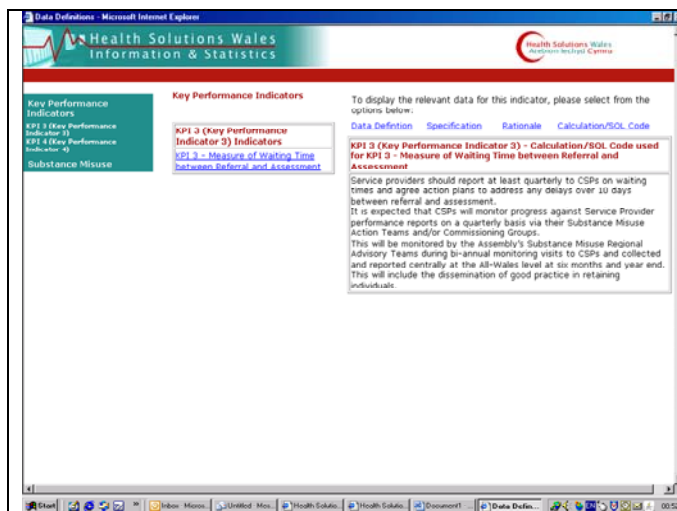
N.B. Detailed Definitions relating to KPI 3 & 4 have been taken from the Welsh assembly Documentation and detail can be viewed by selecting Key Performance Indicators from the menu on the left hand side of the page again on selecting the Topic the list is expanded to display access to the detail for both KPI 3 & KPI 4.



Select '**KPI 3 (Key Performance Indicator 3)**' access is now available to KPI 3 meta data.



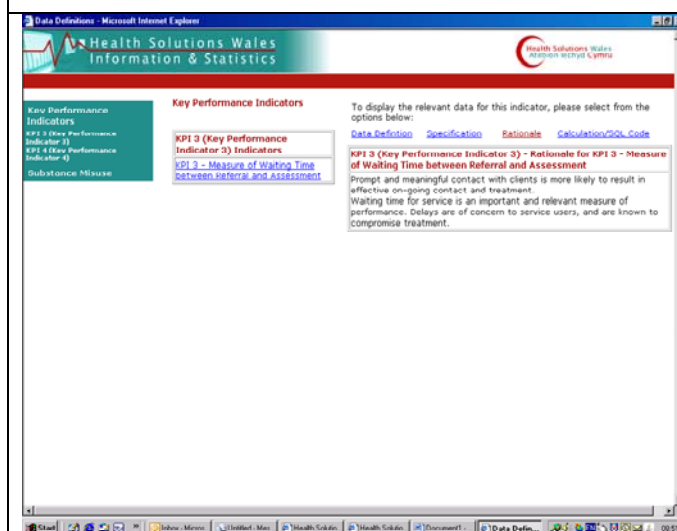
On selecting Link '**KPI 3 – Measure of Waiting Time between Referral and Assessment**'



The Detail is displayed, there are a number of links on this page to defined detail as well as the Data Definitions, you will find the specification, rationale, calculation/SQL Code.



In order to display the detail select each link in turn, the '**Specification**' detail.



The '**Rationale**' detail.