AGENCY Reports Training Documentation

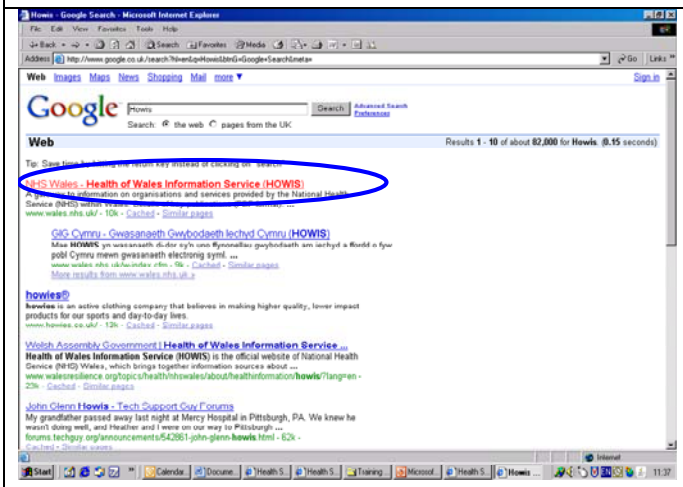
Accessing the Substance Misuse Reports

Type in Address Bar :

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

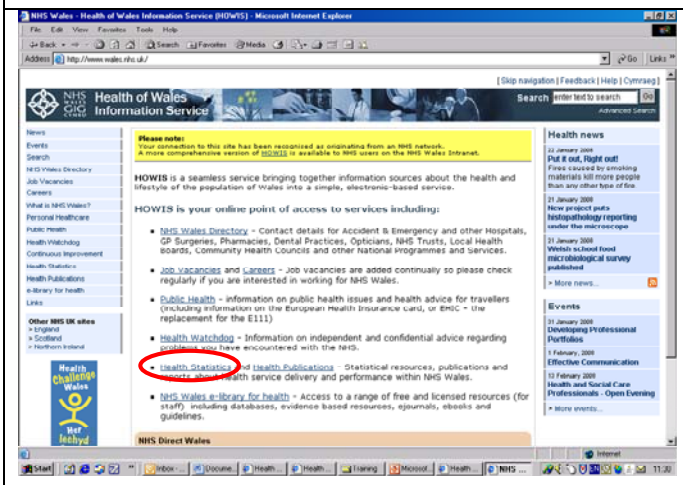
and select the Health Statistics link from the main page

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**

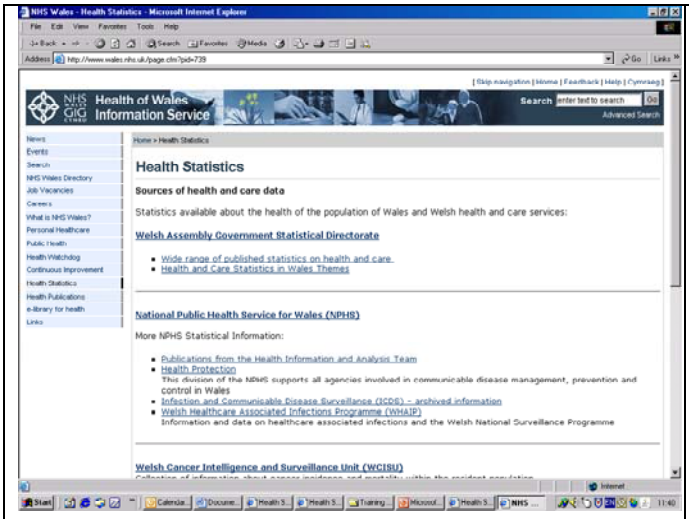


Another way to access The Substance Misuse Report Tool is to use a search engine

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.

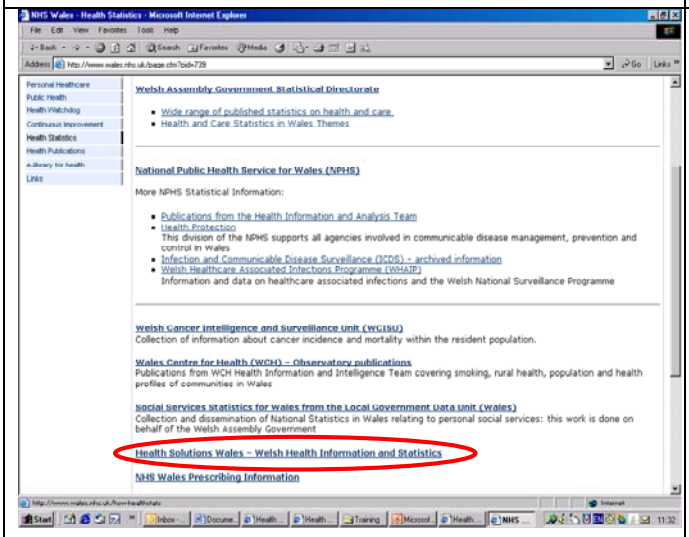


3. From main HOWIS page select Health Statistics link.

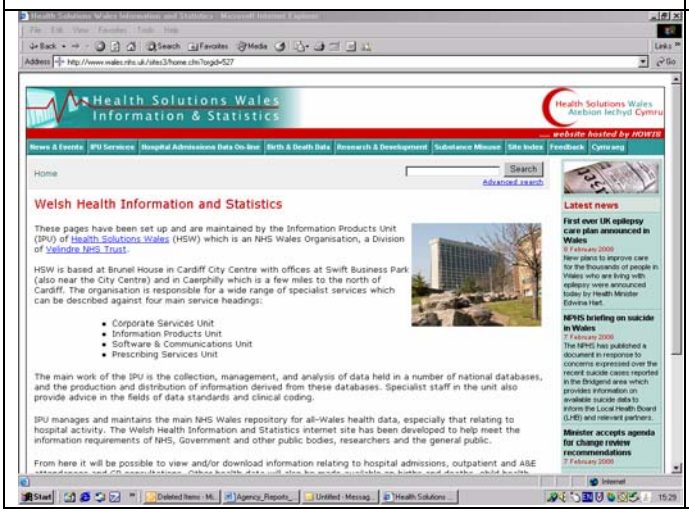


On selection of the Health Statistics Link a new page will open.

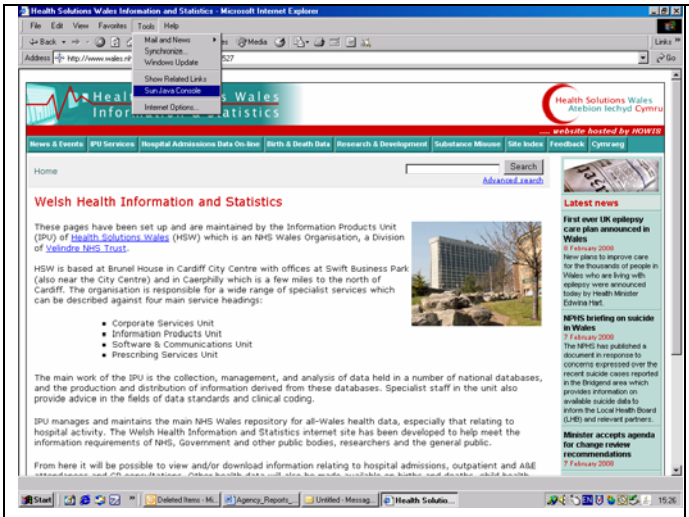
4. Scroll down until you reach the Link Health Solutions Wales – Welsh Health Information and Statistics



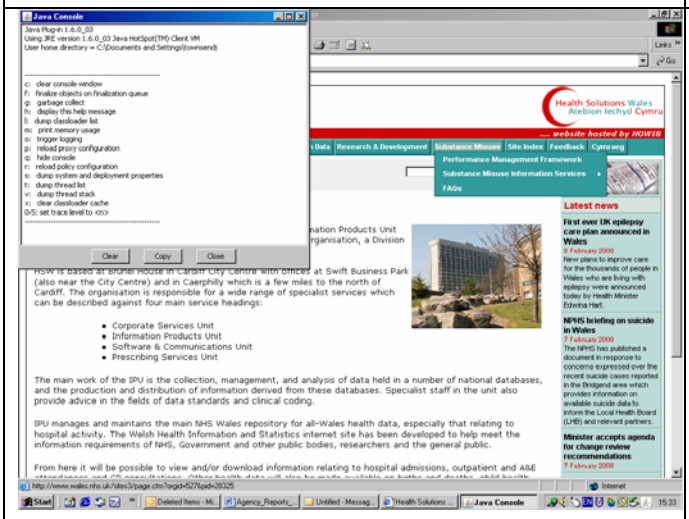
5. Select the link Health Solutions Wales – Welsh Health Information and Statistics
6. You will then be taken to a new Internet site Welsh Health Information and Statistics



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



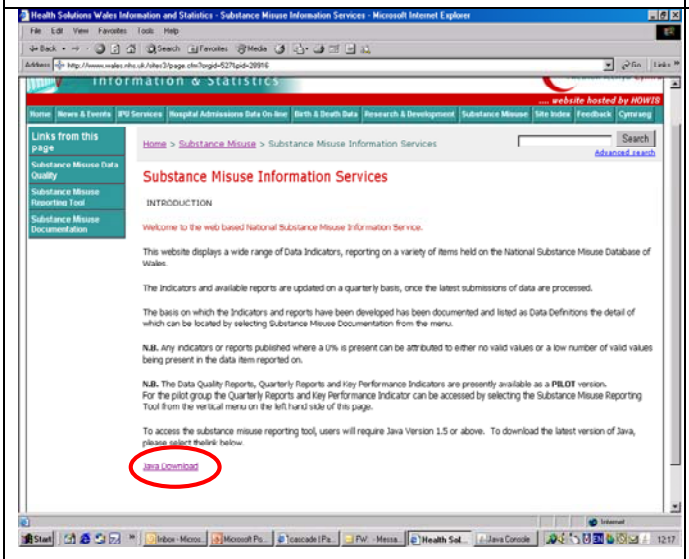
To ensure that all organisations can view the reports that have been developed, you will initially need to check that the PC you are working on is running the correct version of JAVA. That is Java Version 1.5.0 or above.
In order to check the version of Java running, from the explorer menu select TOOLS and then Sun JAVA Console.
You will also have to ensure that pop ups are always allowed on this site.



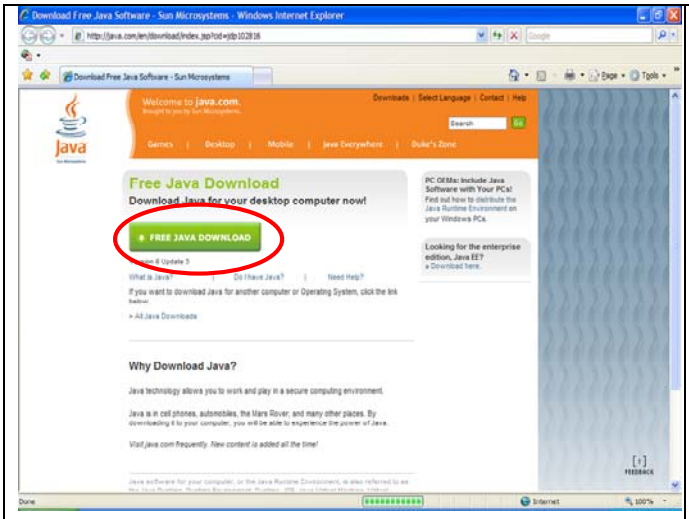
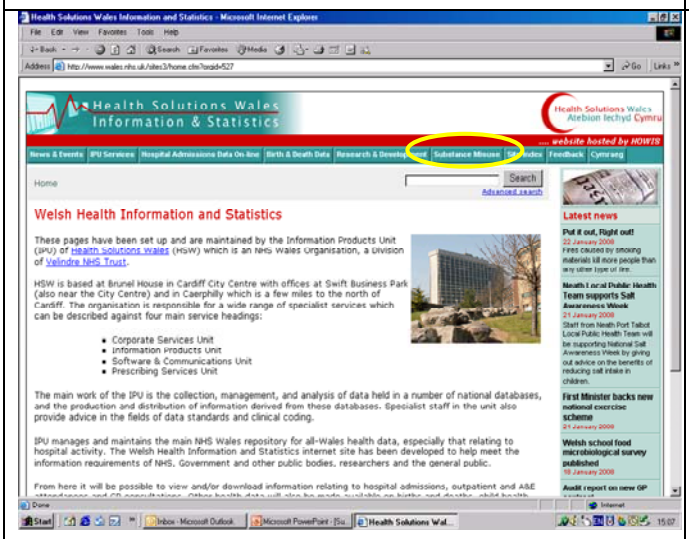
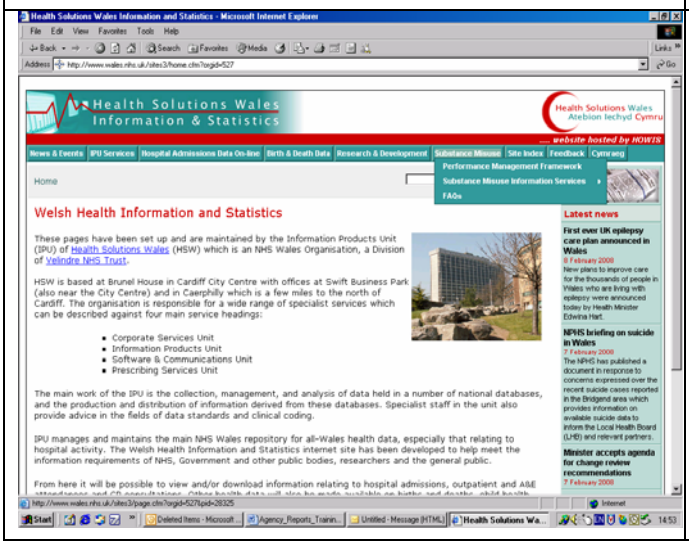
Note the JRE version in the screenshot displayed is 1.6.0
If however the version is below 1.5.0 then you will be required to download the latest version, which is available to download free.

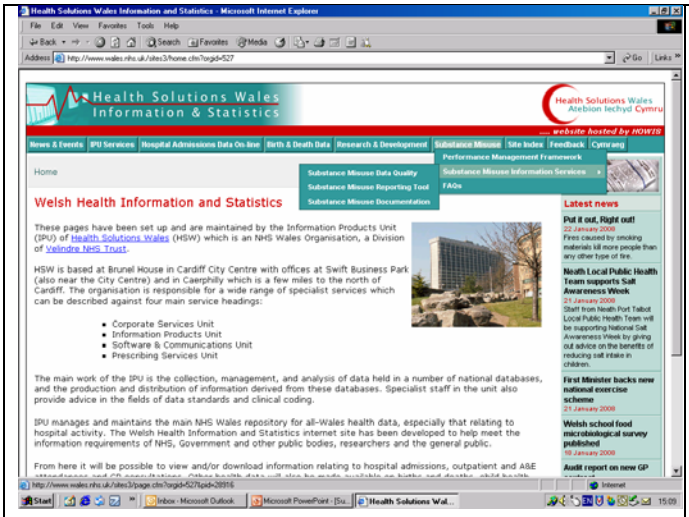
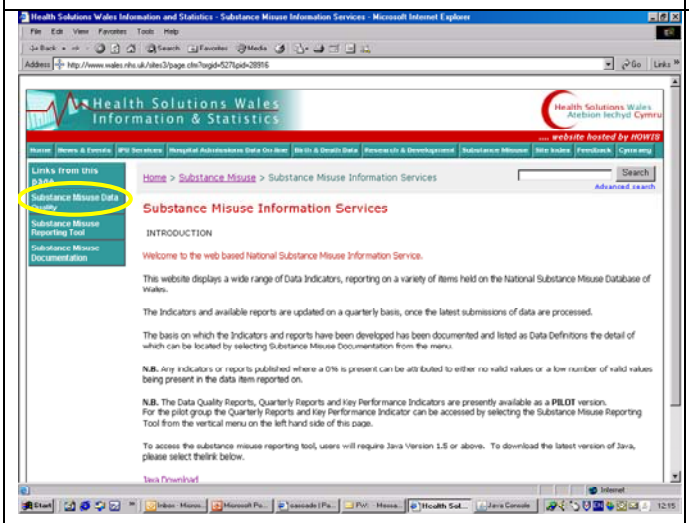
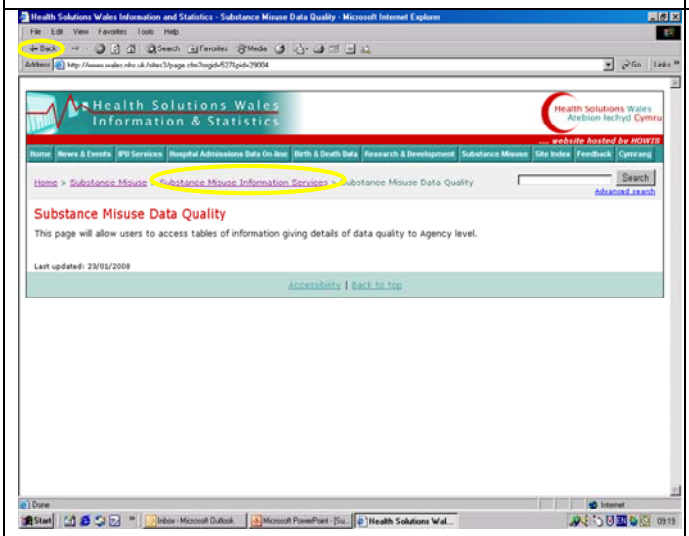
*(Only follow the following instructions if you have anything **below** JAVA Version 1.5.0)*

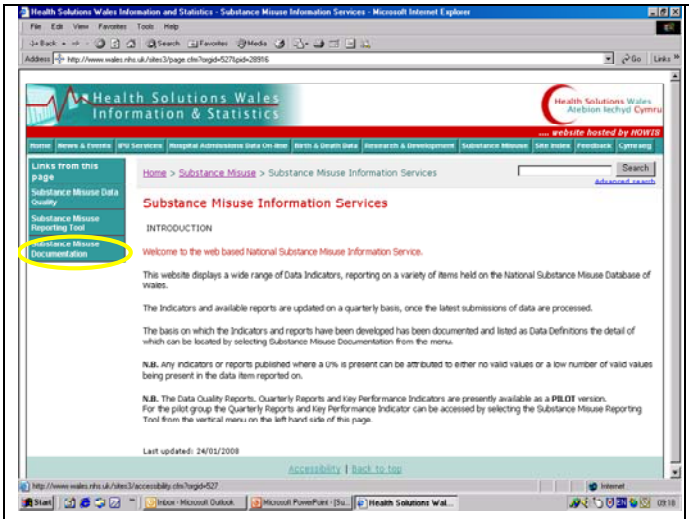
With your cursor hover over Substance Misuse on the horizontal menu select the link Substance Misuse Information Services.



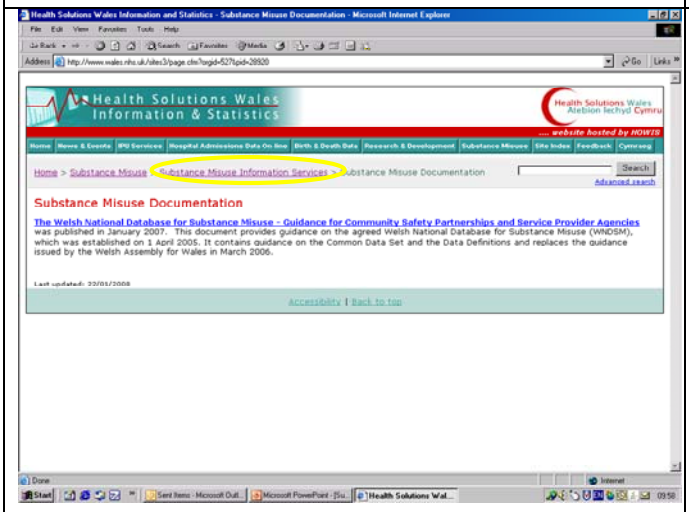
Select the Java Download and you will betaken to the site where a free download is available.

	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

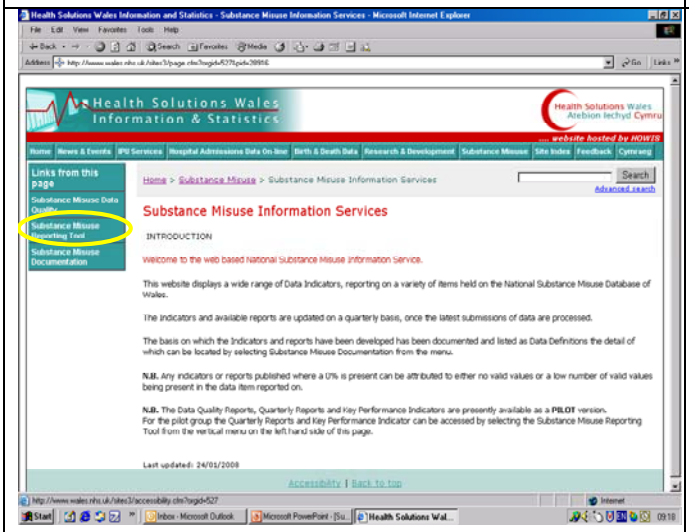


Next select the Substance Misuse Documentation from the vertical menu left of the page.

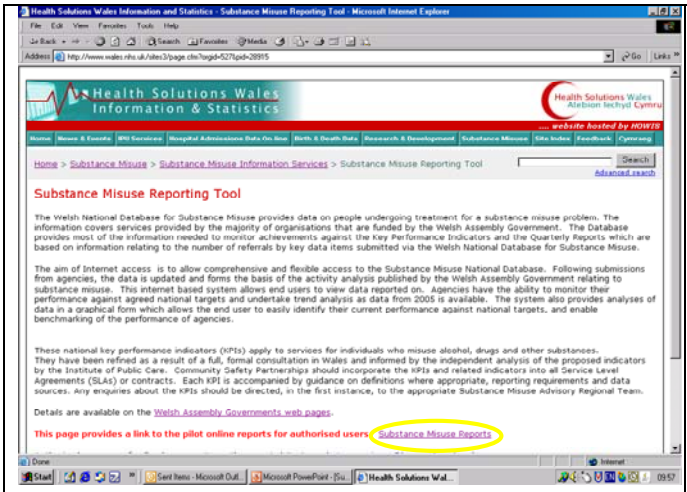
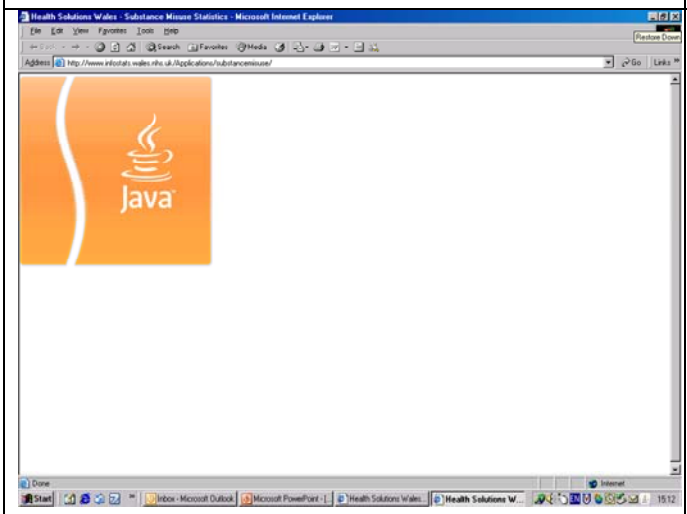
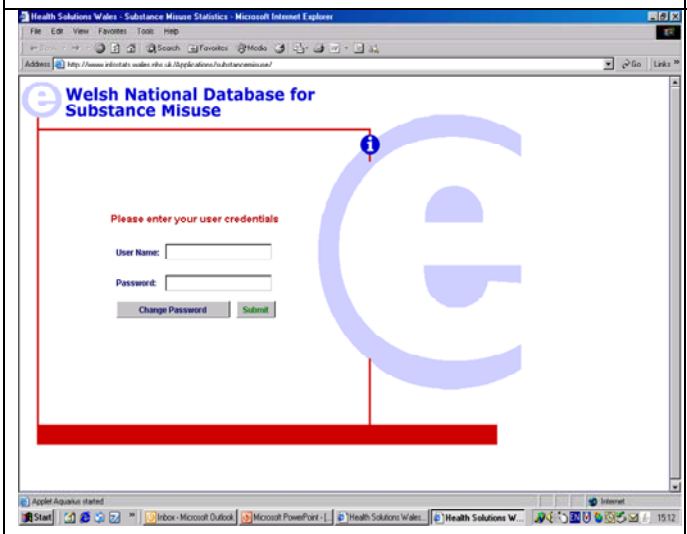


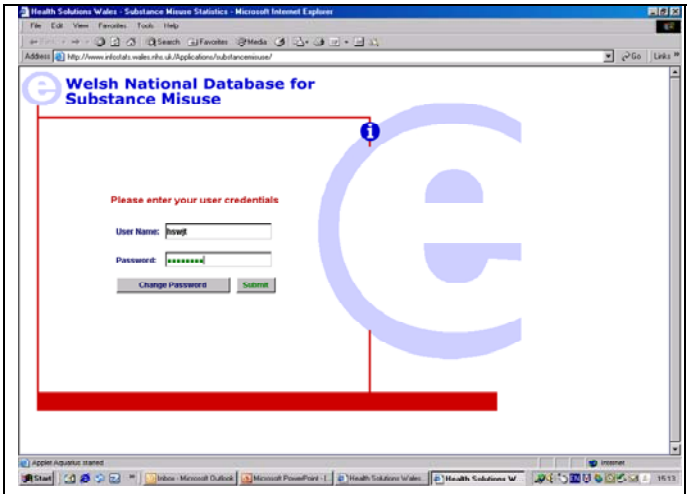
A number of documents in relation to National Standards, Report User Guide and Training Packs will be made available and published on this site for users.

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



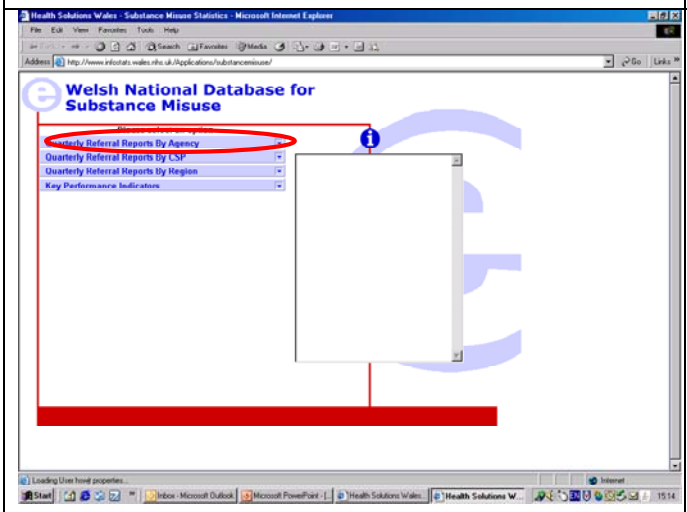
In order to access the Substance Misuse Reports and KPI waiting report, select Substance Misuse Reporting tool from the vertical menu left of the page.

	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.

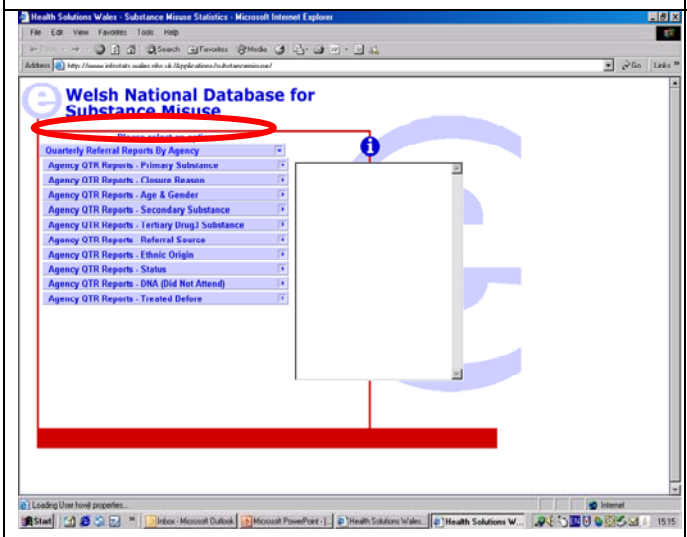


Once the username and password have been input, select the submit button

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



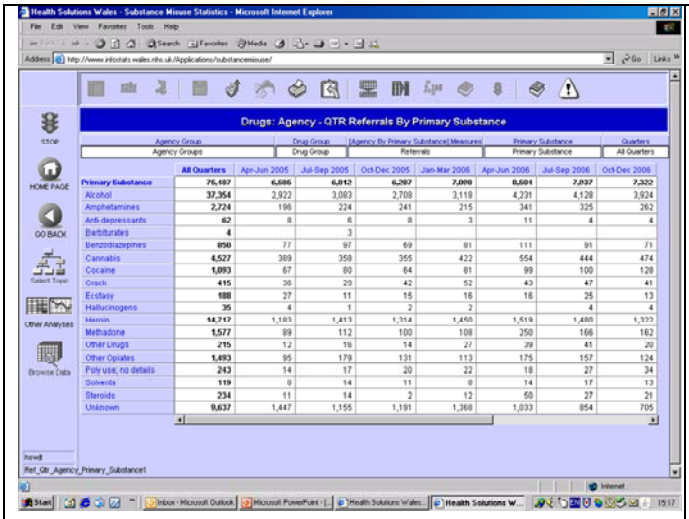
Once logged on You will note a list and a request to the the user to Please select an option in order to gain access to the available topics, reports, analysis, and graphs, you will need to select a topic from the list, for training purposes only please select Quarterly Referral Reports By Agency



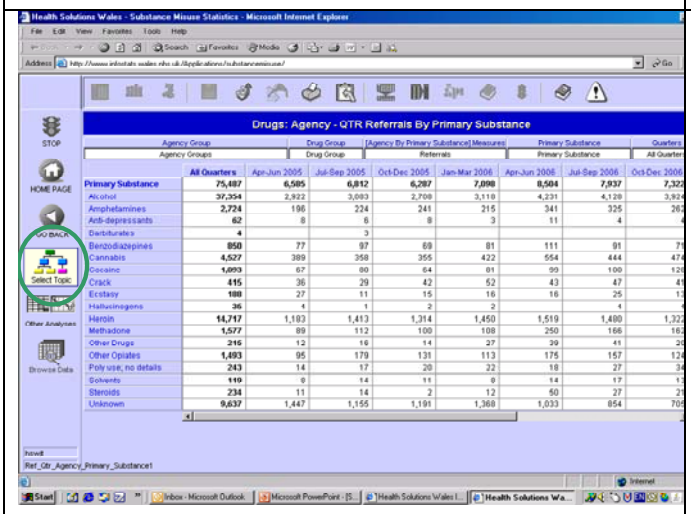
By selecting Quarterly Referral Reports By Agency you will note that the display has now changed to show a menu consisting of all the available Topics/Reports held against Quarterly Referral Reports By Agency.

For the purpose of this training session only.

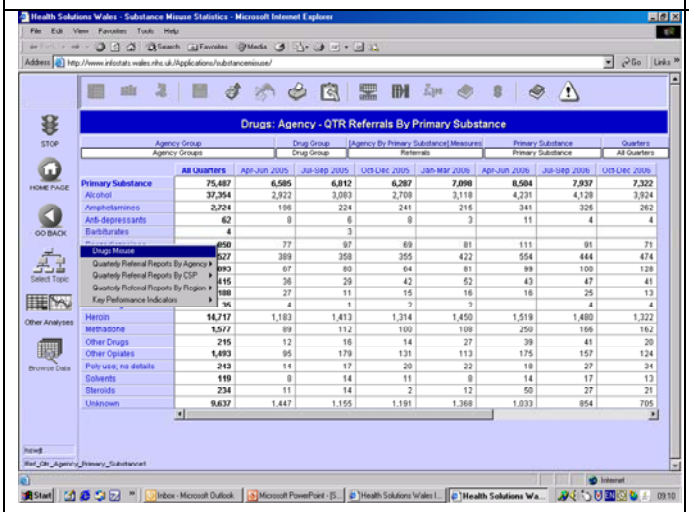
Select Agency QTR Reports – Primary Substance



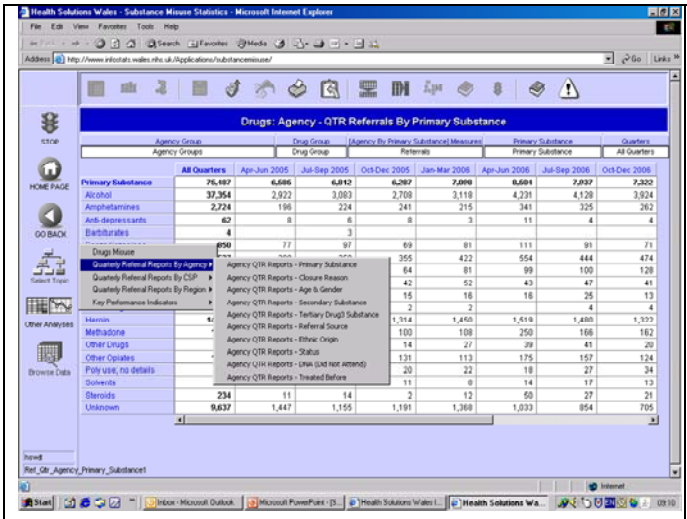
Access to the Topic/Report Agency QTR Reports – Primary Substance has now been gained, note a detailed tables of data can now be viewed.



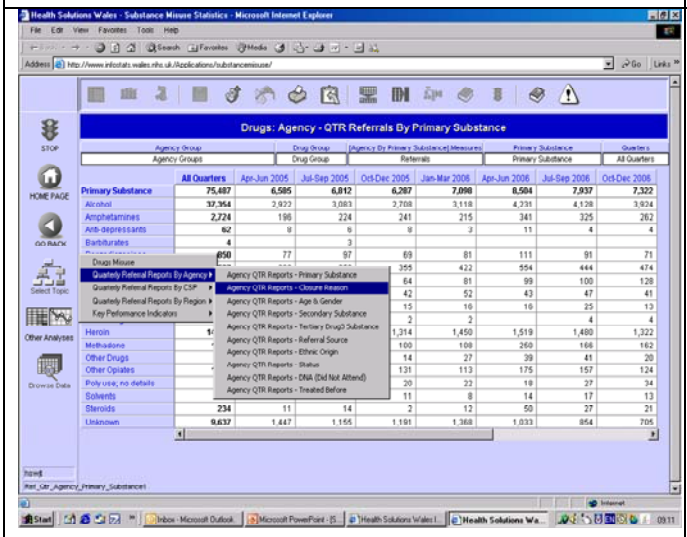
Note that there are a number of menu ICONs both in a Vertical Menu on the left hand side of the page and in a horizontal menu above the report title bar. We will begin to look at the funtionality of the ICON menus. Select the **'Select Topic'** icon from the Vertical Menu on the left hand side of the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



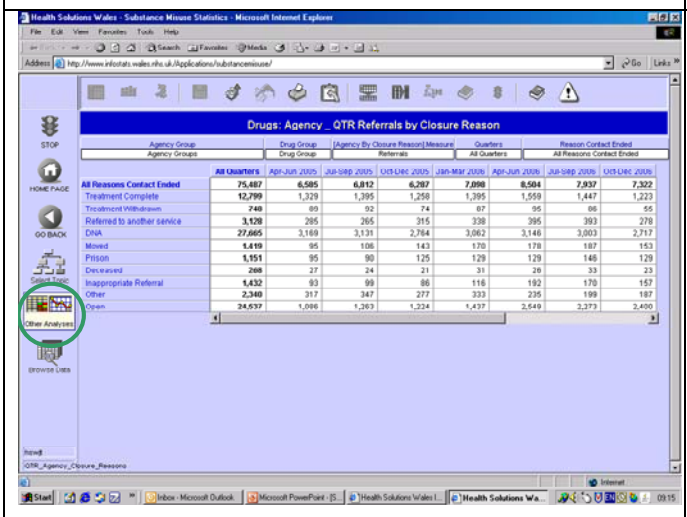
A menu list of Topics are displayed showing several organisational level of topics/reports and analysis coverage that are available.



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.

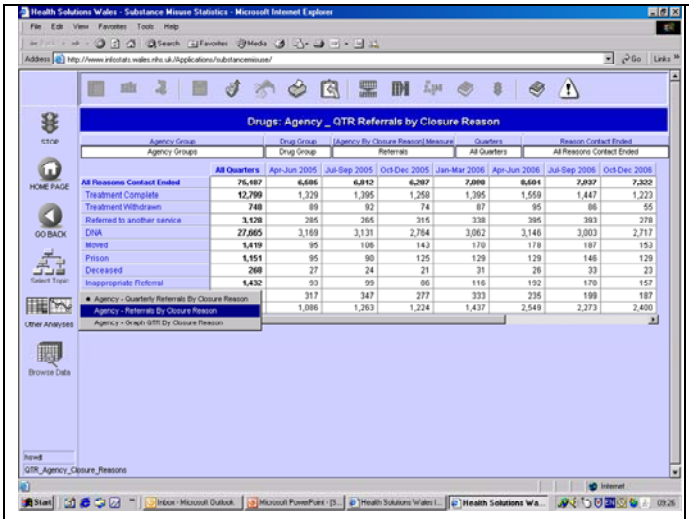


From the extended list move your cursor and hover over and select the '**Agency QTR Reports – Closure Reason'**

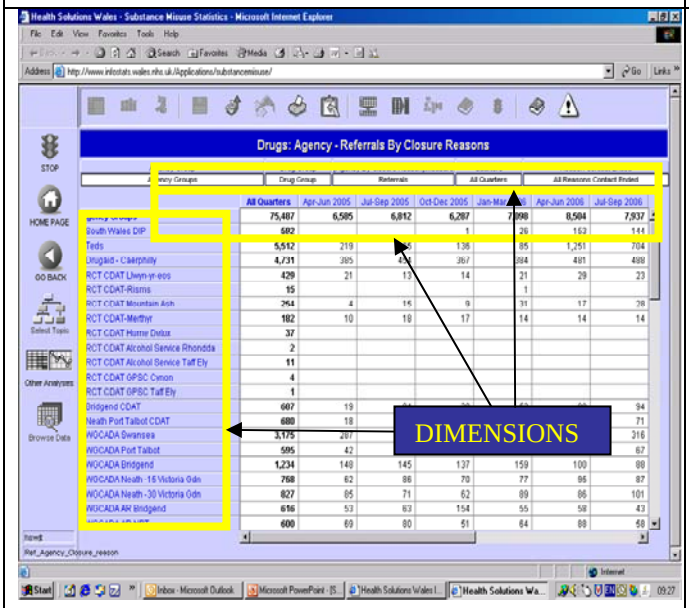


On selecting the chosen report the view is changed to reflect the new report/analysis.

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.

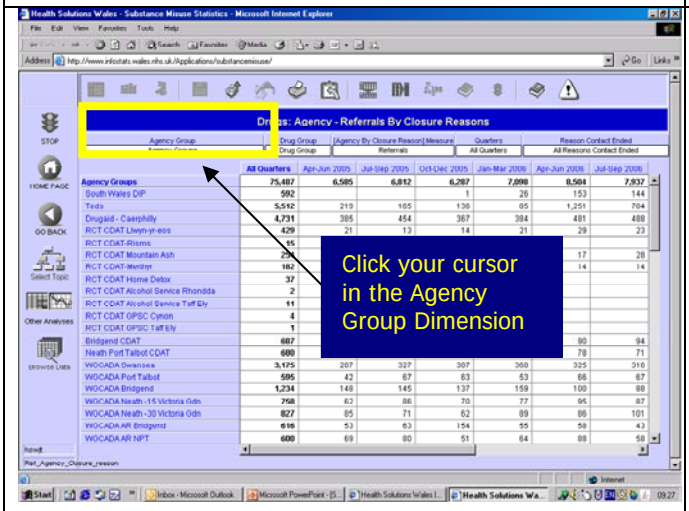


On selecting **'Other Analysis'** note that a list of other analysis views and a graph are available.
In this case choose to view **'Agency – Quarterly Referrals By Closure Reason'** in essence what this function allows is to swap the rows that are displayed in the report from showing The reason Contact ended to displaying the Agencies.

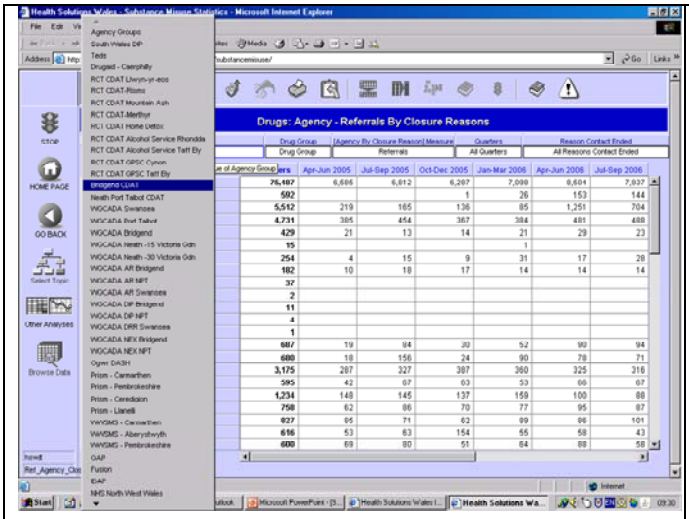


This is the result (Agencies in Row replace the Reason Contact Ended)

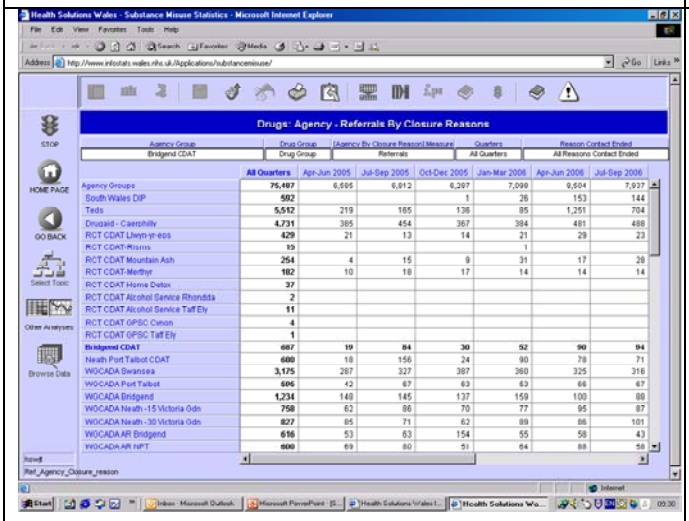
In order to manipulate this report further you will need to change the dimensions that are available.
What is a dimension?
Dimensions are, specifically, the Row and Column axes of a table which will display the output from the report, together with other dimensions which are used to define filters and/or 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.



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

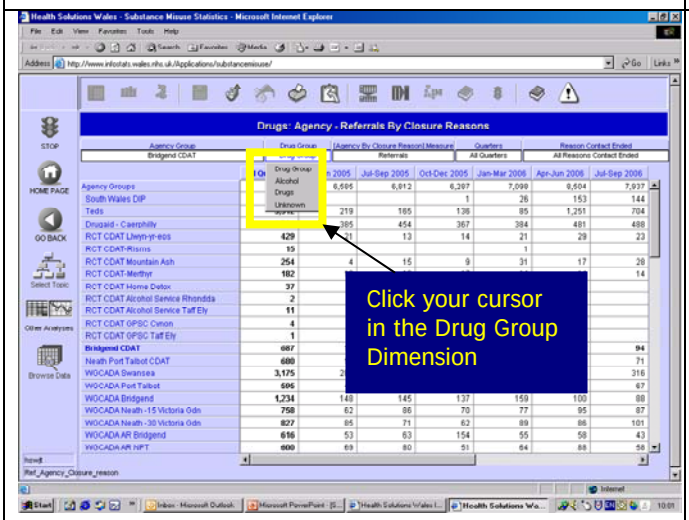


The Agency_Group list will expand. Select the required Agency in this Case select Bridgend CDAT.

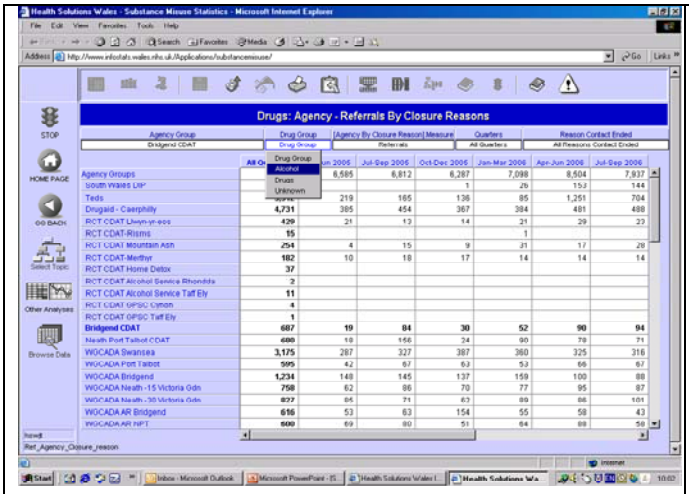


Note the row for Bridgend CDAT is emboldened in the report view.

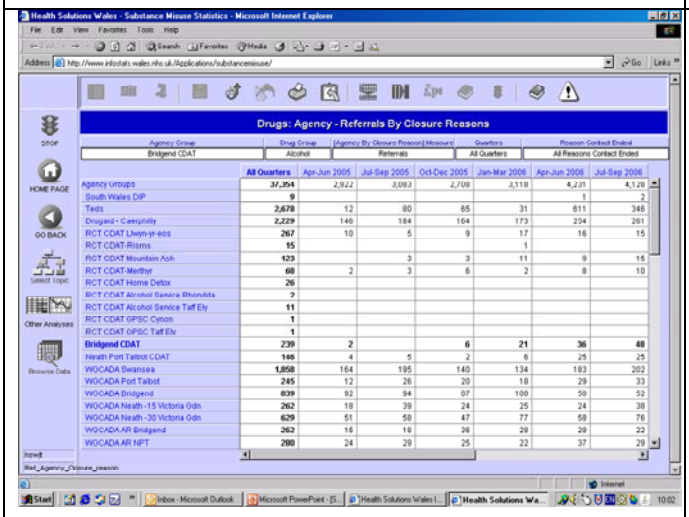
N.B. Please note that if the user selects an agency that is not within the users view on the screen then the user may have to scroll the report until they locate their chosen agency.



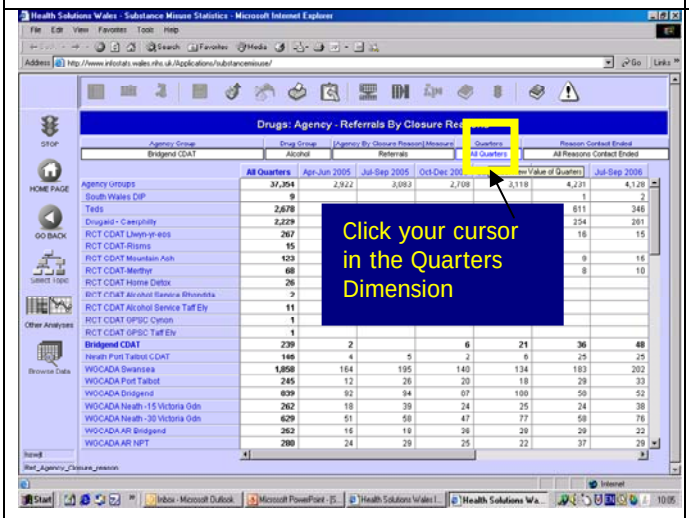
To define the criteria further within the report for example if a you wish to view the number of Alcohol referrals by Agency and All Level Reasons Contact Ended, select the drug group dimension, in order to do this move the cursor over the dimension Drug Group a message will appear select new value of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



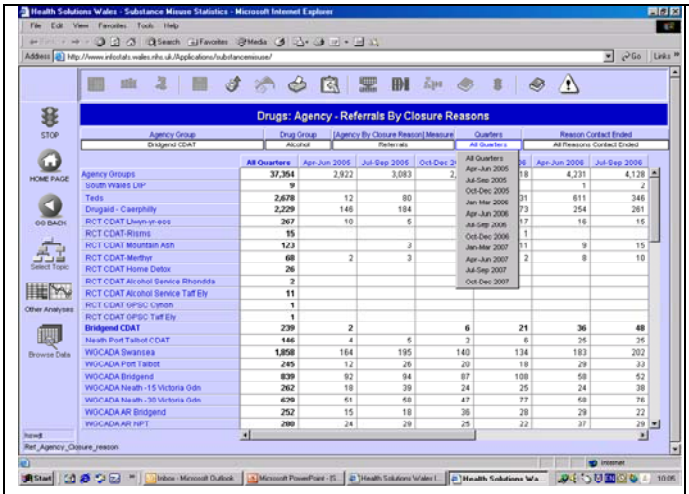
Select Alcohol



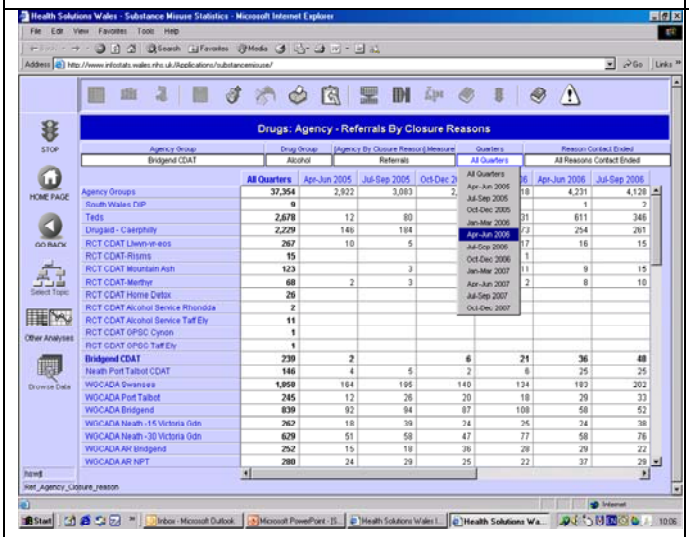
The report view now displays the number of Alcohol referrals by Agency and All Level Reasons Contact Ended



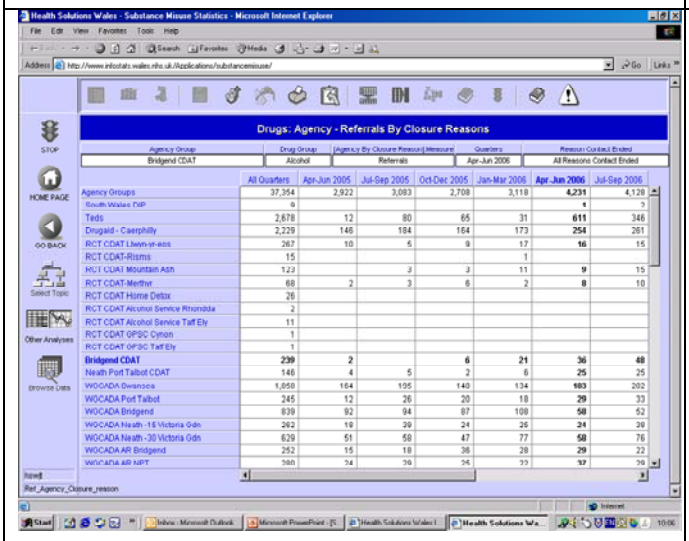
To highlight a specific quarter within the report, move the cursor over the Quarter dimension, a message will appear select new value of Quarter and click



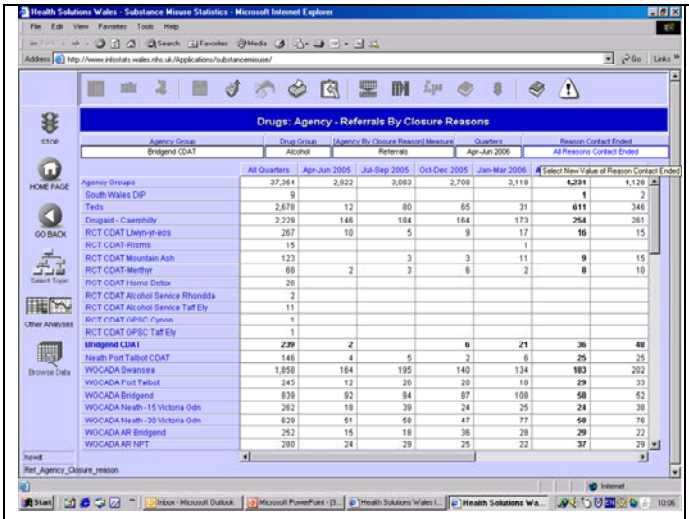
A drop down list of all available quarters held in the dimension will appear.
Select the Quarters Dimension



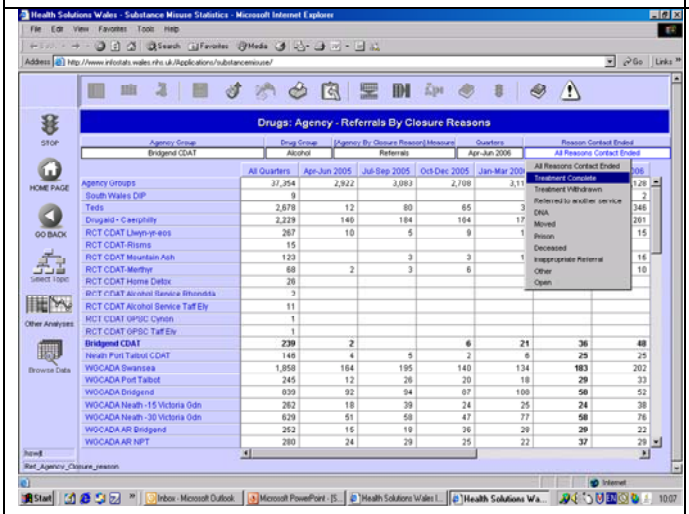
To select a quarter time period move the cursor over the list of available quarters of Quarter and make the following selection '**Apr-Jun 2006**'



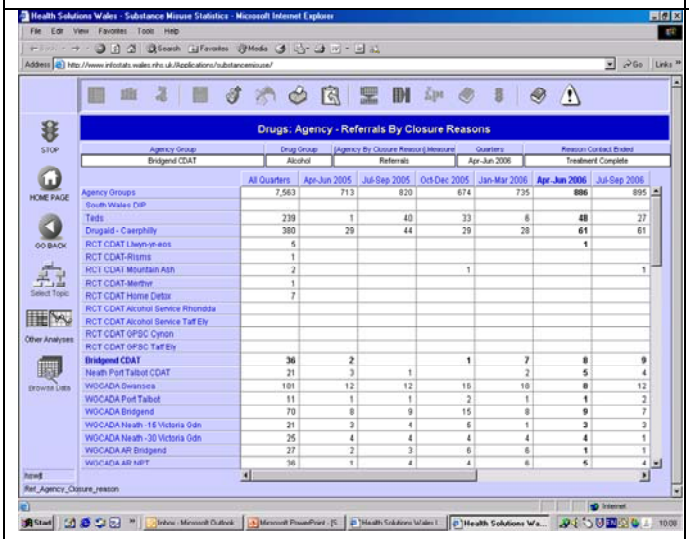
The column '**Apr-Jun 2006**' is emboldened.



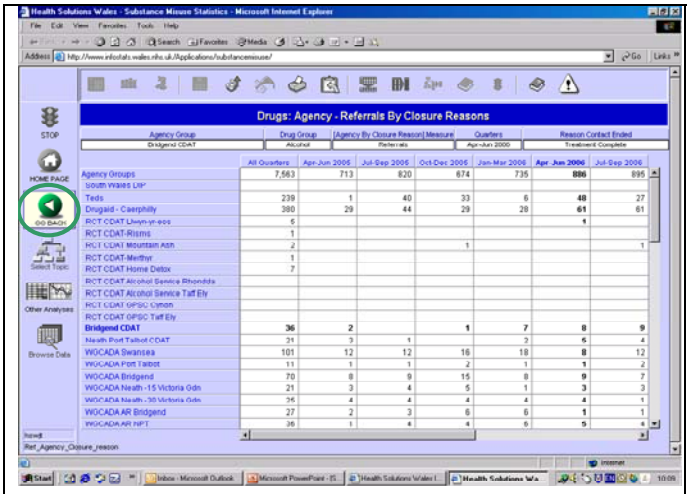
To define the detail in the report further select the dimension **'Reason Contact Ended'** move the cursor over the Reason Contact Ended dimension, a message will appear select new value of Reason Contact Ended and click



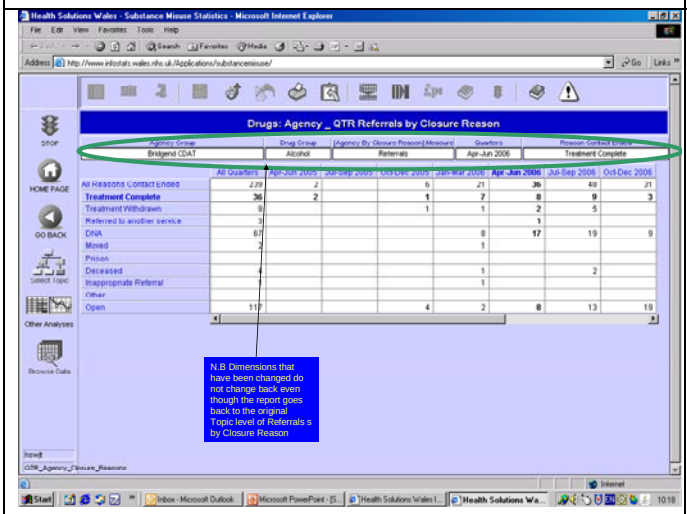
A drop down list of all available Reasons Contact Ended held in the dimension will appear.
Move the cursor over the list within the dimension and select **'Treatment Complete'**



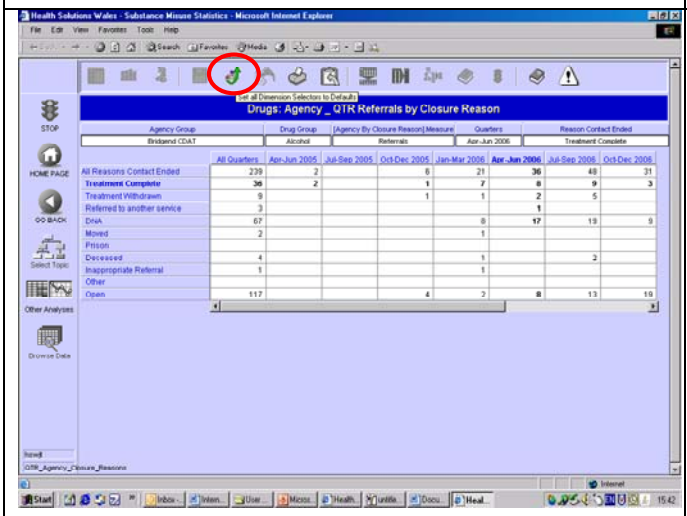
Note that the report has now been defined to the number of Alcohol referrals by Agency where the **'Reason Contact Ended'** is due to Treatment being complete.



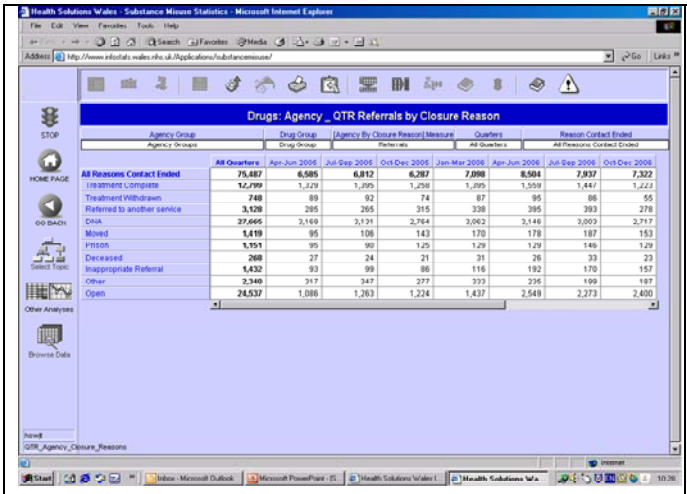
There is a GO BACK Icon by selecting this Icon it will take you back to the previous report.



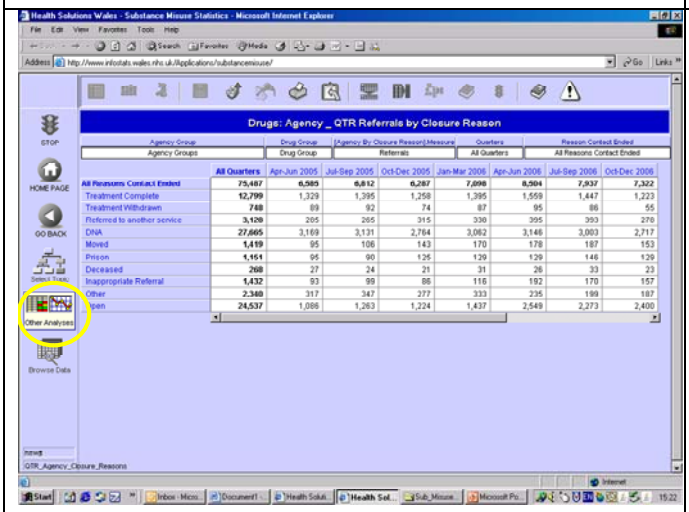
N.B. Even though the rows in the report view are back to the orignal selection, please note that the dimensions do no revert back to the original settings.



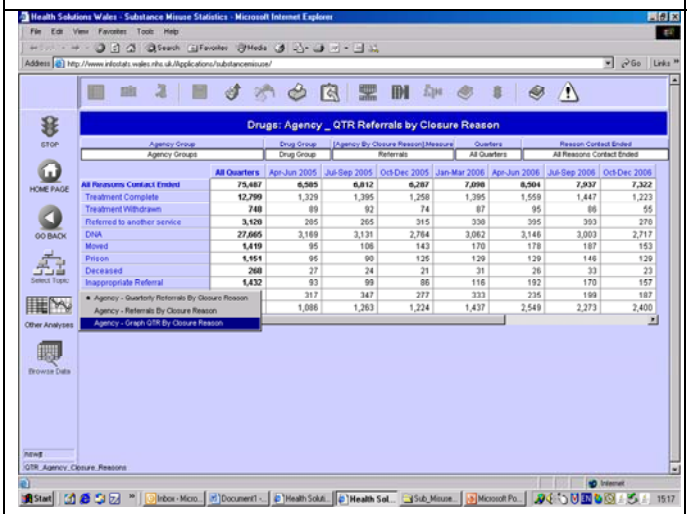
In order to do this you will need select the Icon on the horizontal menu above the title bar, hover the cursor over the Icon and a message will be displayed **'Set All Dimension Selectors to Defaults'** select the Icon to simply reset all the dimension selectors back to the default levels.



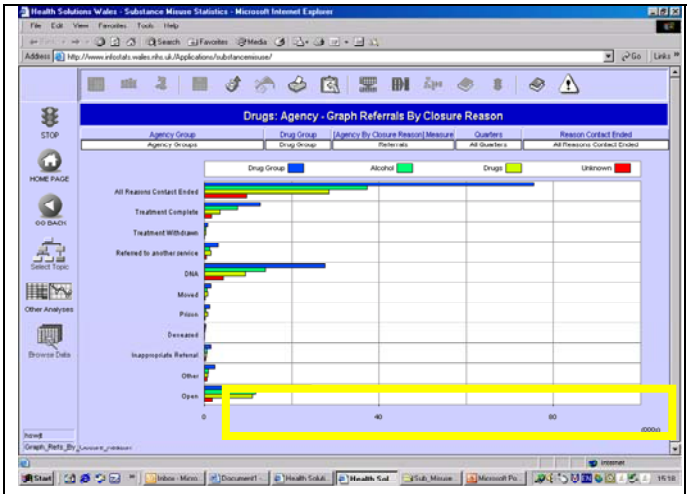
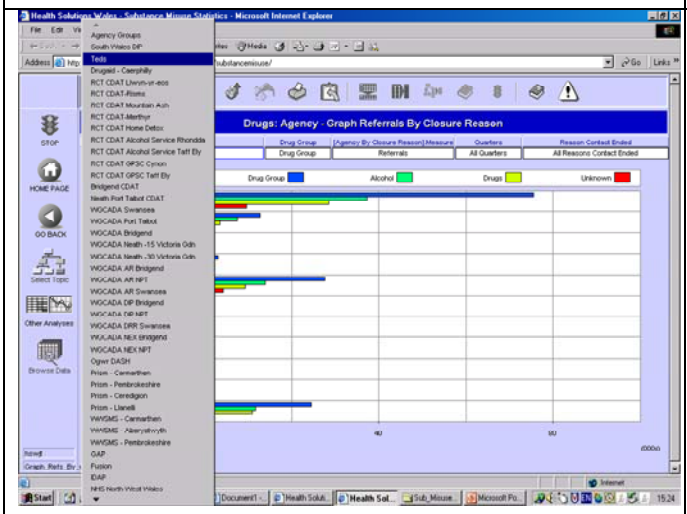
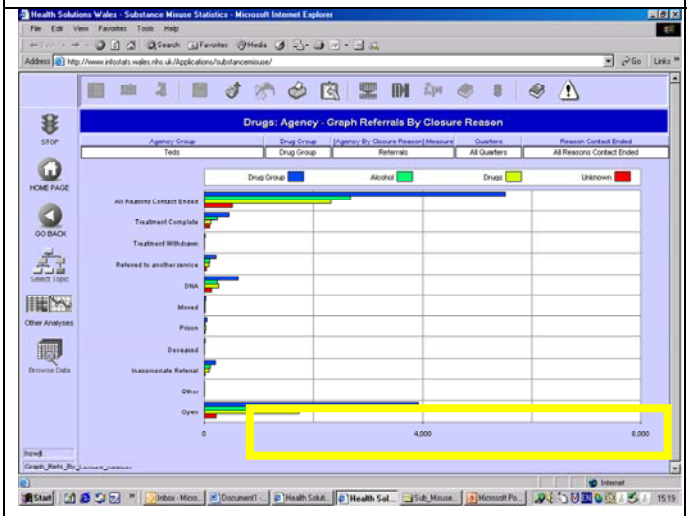
The report is now back to its original display

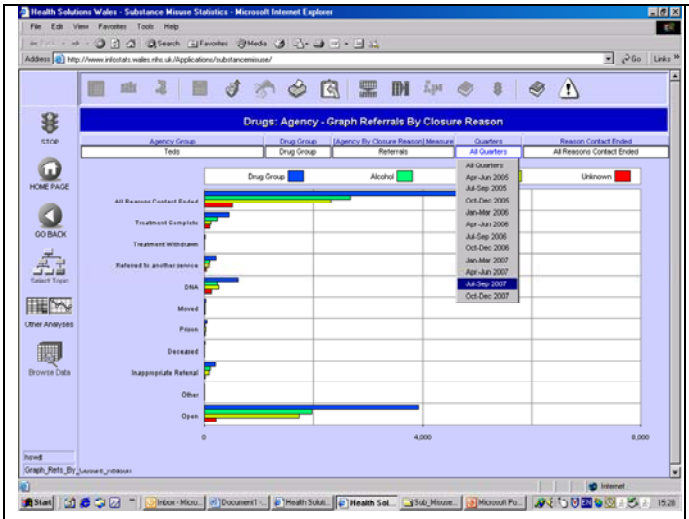


In order to View any graphs that have been developed you can do this by Selecting the Icon **'Other Analysis'**

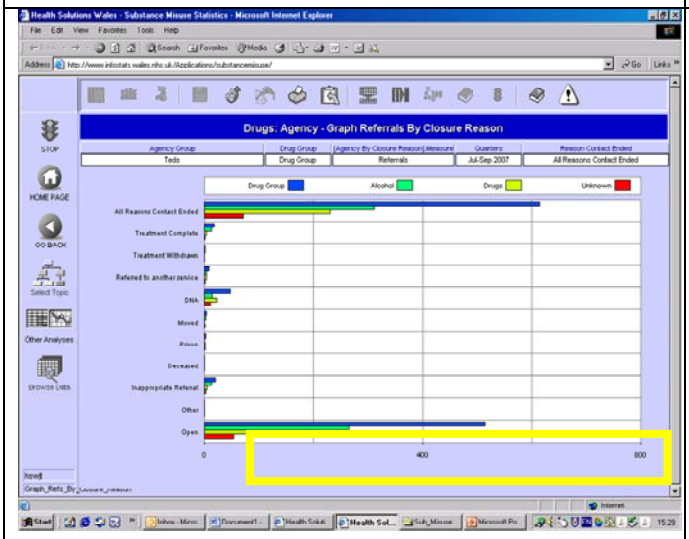


You can now view a list of available analysis including and graphs that have been developed.
Hover the cursor over the list and when the **'Agency – Graph QTR By Closure Reason'** is highlighted selecting by clicking.

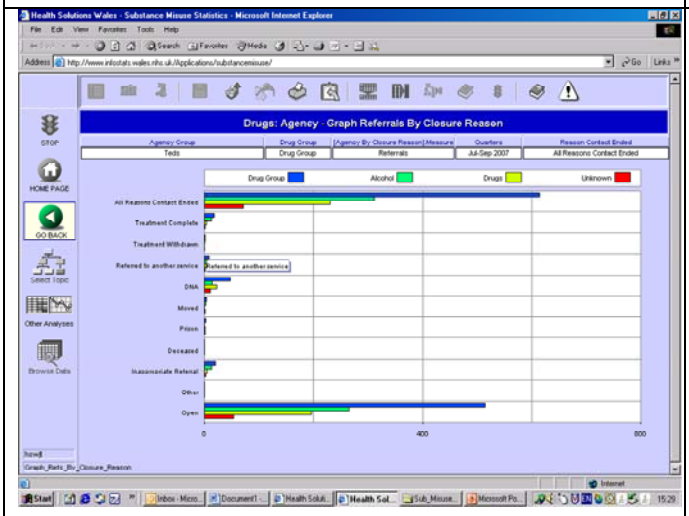
	The Graph detail will be displayed, in this example the Graph shows a total Number of referrals for all agencies, all quarters by Total Drug Group and Total Reason contact ended the values are graphically displayed in total block values of 20,000's, again these graphs can be manipulated to reflect a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



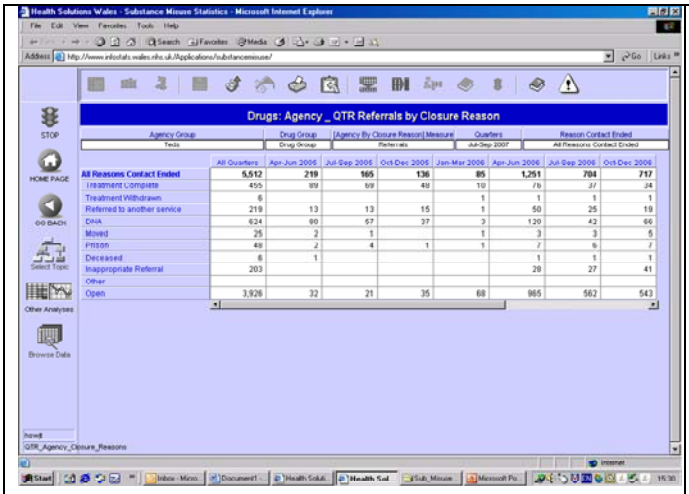
From the list expanding on slecting the **'Quarters'** dimension, select Jul-Sep 2007.



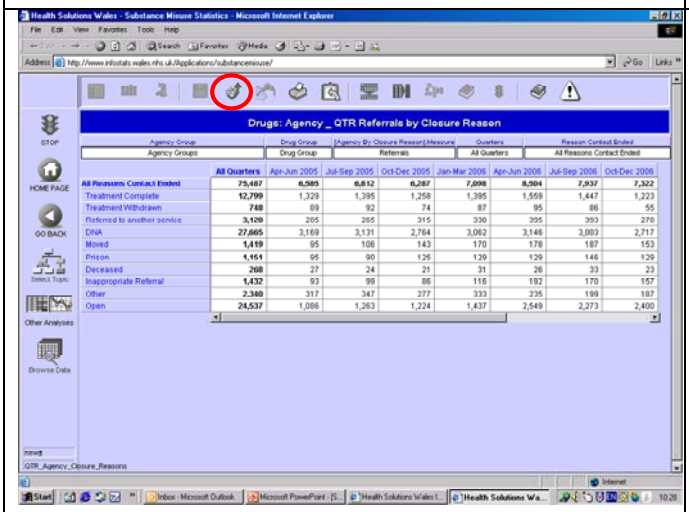
The graphical value has now changed from 2,000 block values to 200 block values, as the graph has now been define to reflect the number of referrals for All Reasons Contact Ended for the Agency Tedsfor All Drug Groups for the **'Quarters'** Jul-Sep 2007.



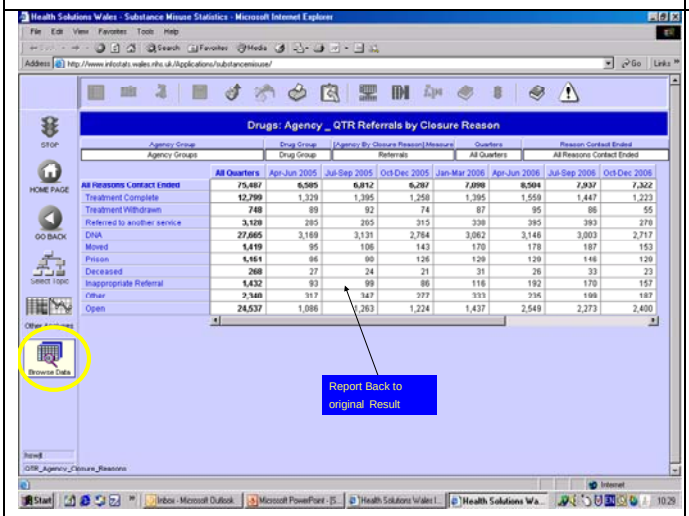
Again by selecting the GO BACK Icon the you are able to return to the original report before you chose the Graphical view from the **'Other Analysis'**



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

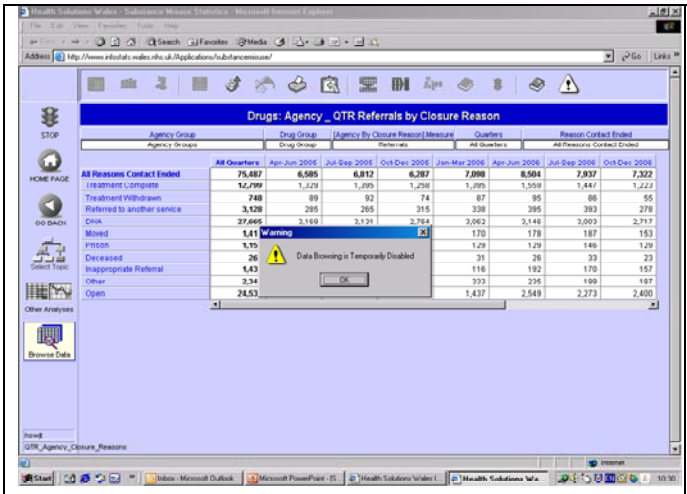
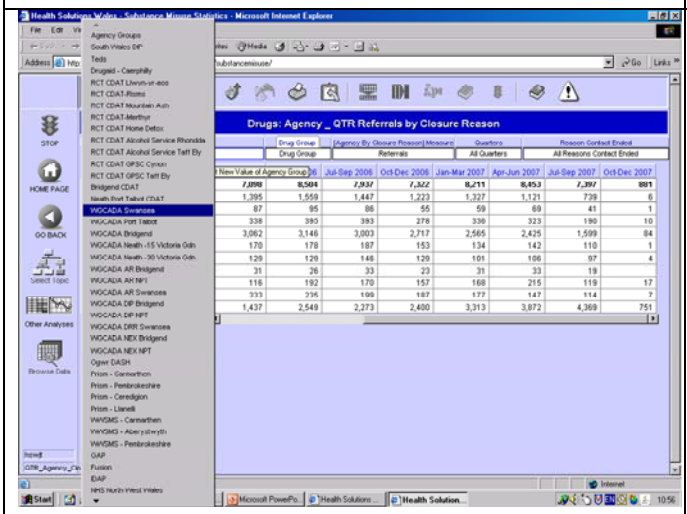
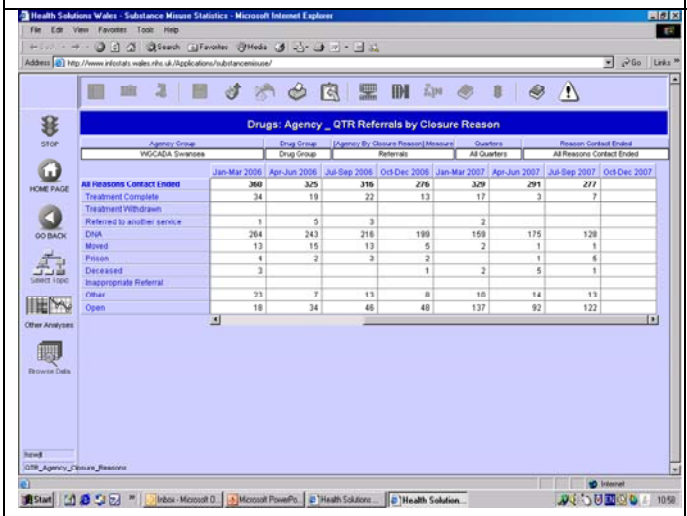


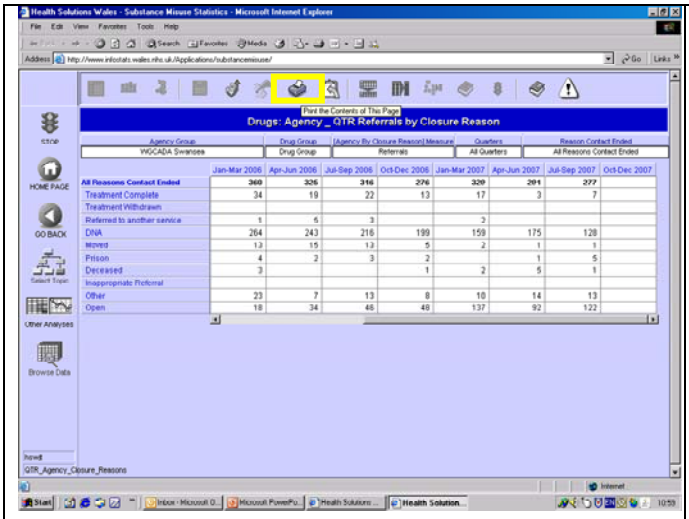
In order to do this you will need select the Icon on the horizontal menu above the title bar, hover the cursor over the Icon and a message will be displayed **'Set All Dimension Selectors to Defaults'** select the Icon to simply reset all the dimension selectors back to the default levels



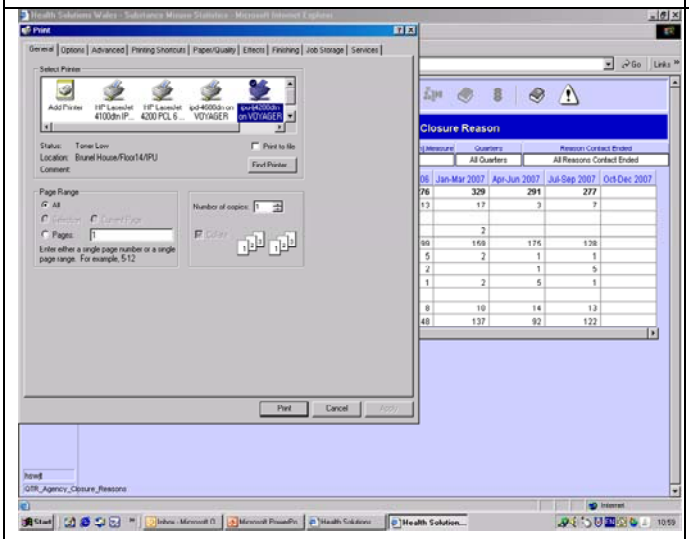
The report is now back to the original format

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

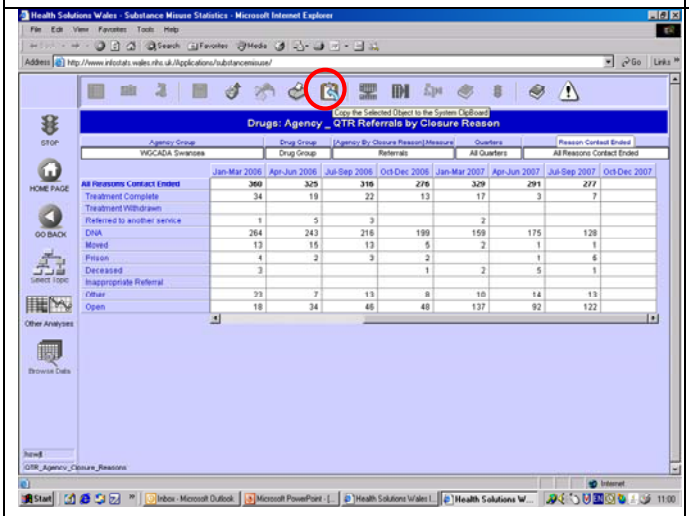
	On selecting this ICON the message displayed advises the user **that 'Data browsing is temporarily disabled'**, problems have been encountered where the results returned have not reflected the correct values, the supplier is aware of this problem and is working towards a solution.
	In order to allow 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.
	The report view should now reflect the same details as displayed in the screenshot to the left.



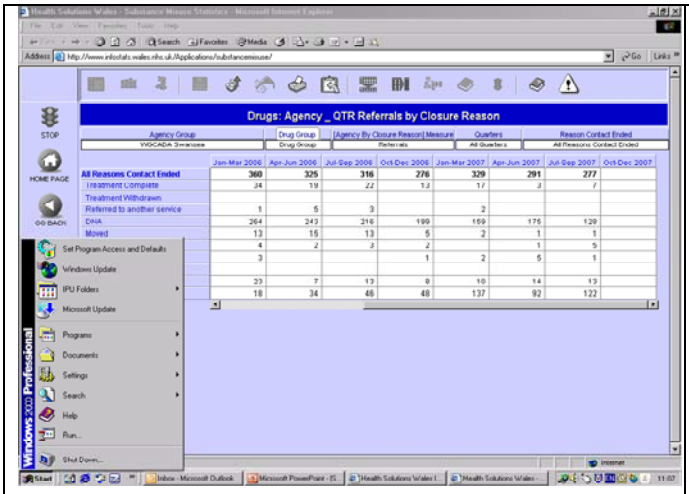
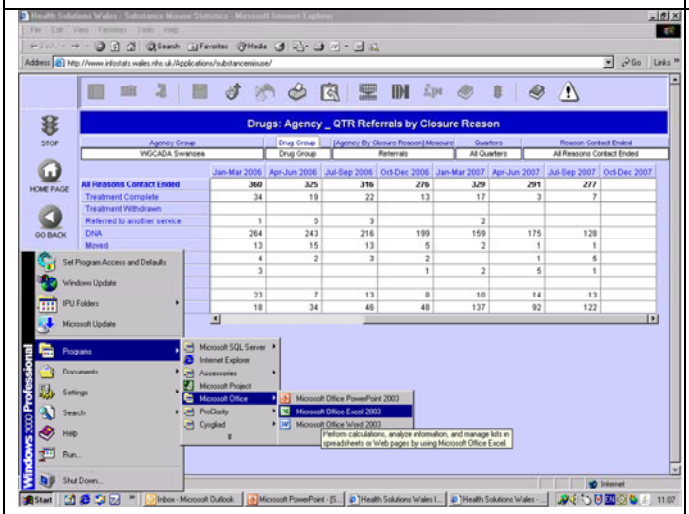
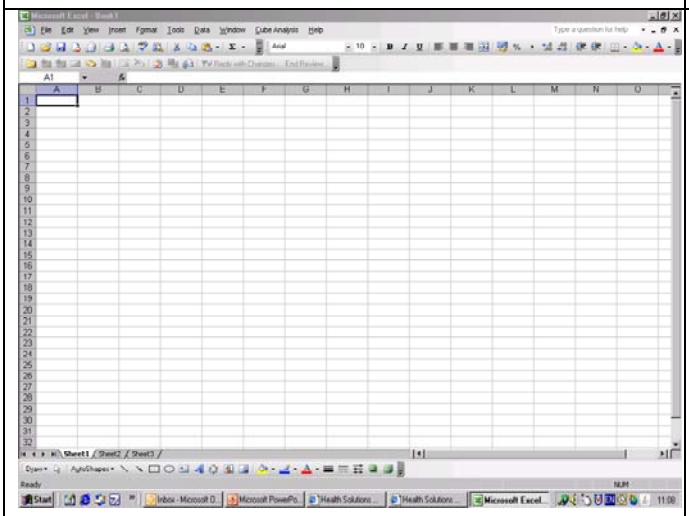
There is a print facility available within the tool/application and can be utilised as long as the PC is link to a printer, you have the ability to print an actual screen shot of the report and not just the table of data.
by selecting this PRINT Icon which can be located on the horizontal menu above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

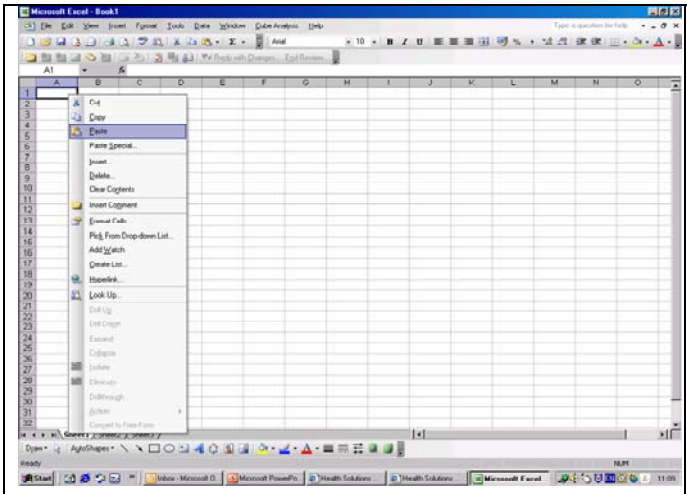


On selection a printer window is opened if your PC is connected to a number of network printers select the relevant printer and select the **'Print'** button.

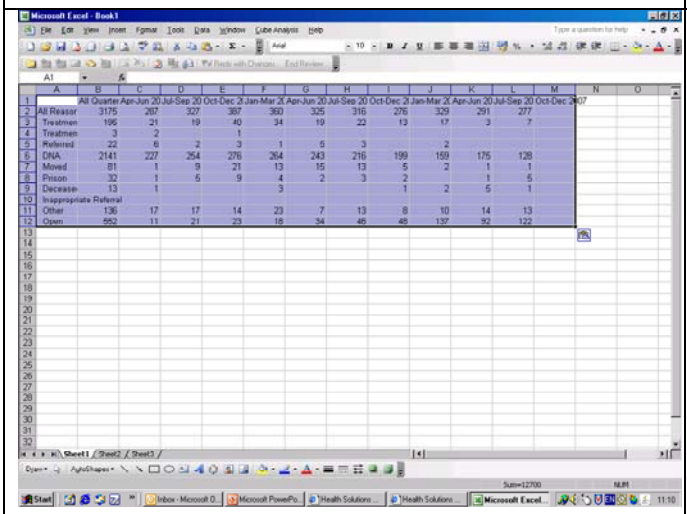


There is also the funtionality available which will allow you to copy the actual table of data as displayed in the report into another application, this can be completed by selecting the clipboard Icon, which can be located on the horizontal menu above the report title bar.
Click on the clipboard Icon

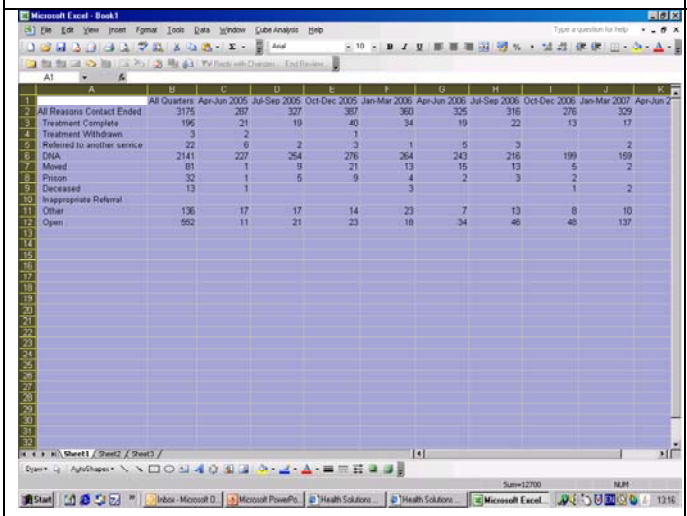
	Then open a new application. Go to the Start menu on the PC, select **'Programs'**
	From the expanded list, select **'Microsoft Office'** from this expanded list Select **'Microsoft Office Excel'**
	This will open a New Workbook



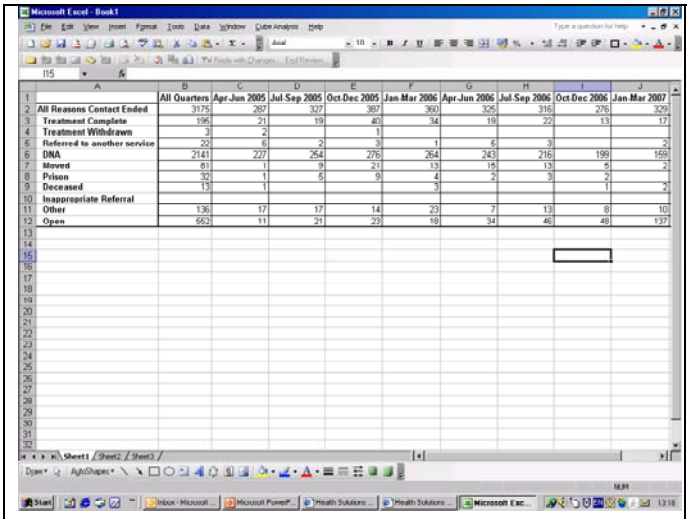
In order to paste the data copied into the Excel worksheet place your cursor in one of the cells on the worksheet and right hand click on your mouse this will open up a menu select the **'Paste'** from the menu, this will paste the data copied from the tool/application into the worksheet.



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.

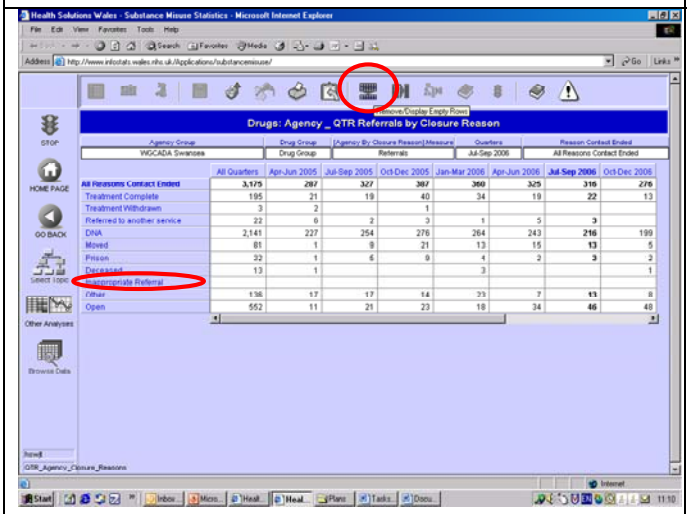


The data can be tidied, highlighting the data in the report and expanding the rows and columns as necessary.

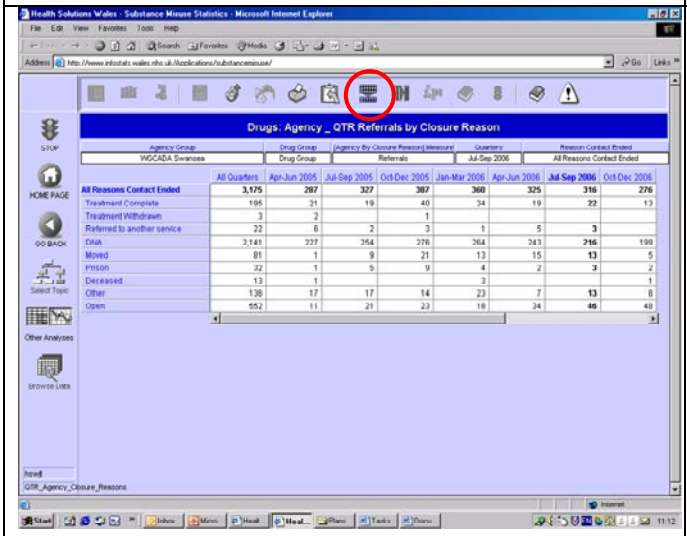


	All Quarters	Apr-Jun 2005	Jul-Sep 2005	Oct-Dec 2005	Jan-Mar 2006	Apr-Jun 2006	Jul-Sep 2006	Oct-Dec 2006	Jan-Mar 2007
All Reasons Contact Ended	3175	287	327	387	360	325	316	276	329
Treatment Complete	195	21	19	40	34	19	22	13	17
Treatment Withdrawn	3	2		1					
Referred to another service	22	6	2	3	1	6	3		2
DNA	2141	227	254	276	264	243	216	199	159
Moved	81	1	9	21	13	15	13	5	2
Prison	32	1	6	9	4	2	3	2	
Deceased	13	1			3			1	2
Inappropriate Referral									
Other	136	17	17	14	23	7	13	8	10
Open	552	11	21	23	18	34	46	48	137

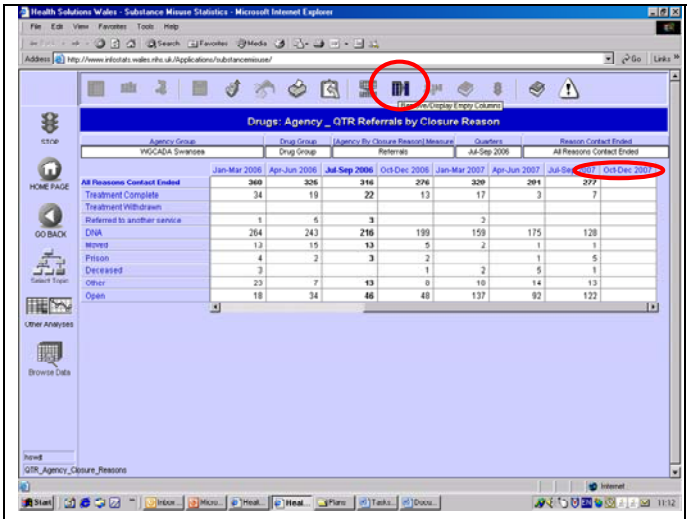
The Report can then be formatted and presented in a way that you wish or prefer to present the data.



The data in the report table within the tool/application can also be tidied one way to do this is to remove empty rows. In order to do this you will need to select the Icon that **'Removes/Displays Empty Rows'**, this Icon can be located in the horizontal menu above the report title bar.
Note that the row in the report with the title Inappropriate Referrals holds no data in the row.

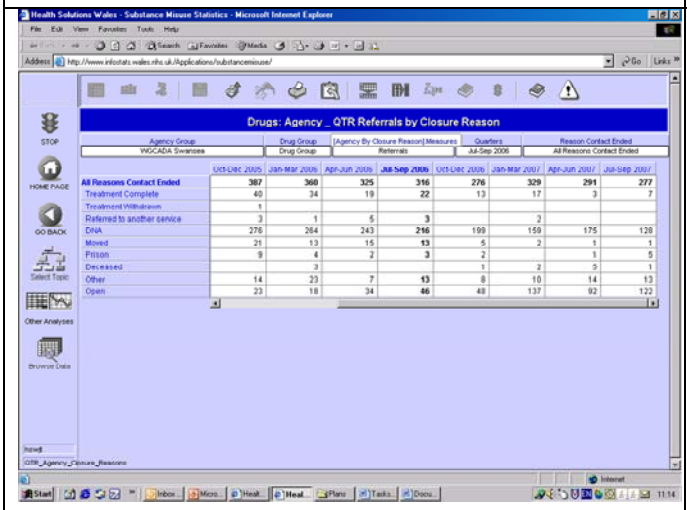


On selecting the Icon note the row entitled 'Inappropriate Referrals' has been removed from the report.



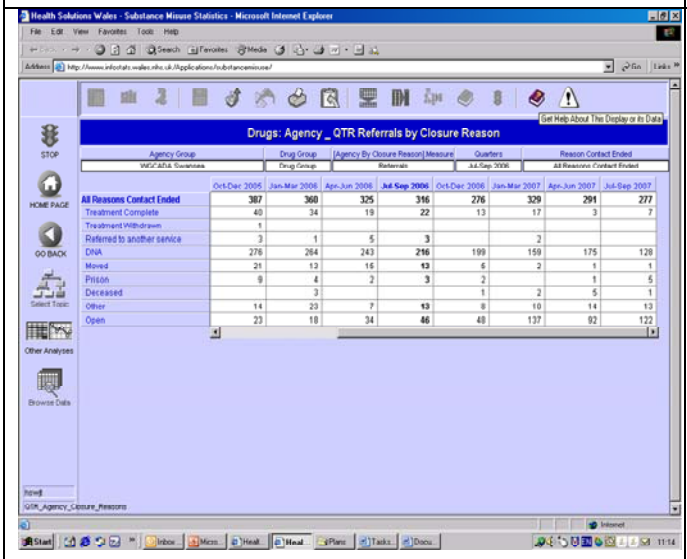
The table of data can be further tidied by selecting **'Removes/Displays Empty Columns'** this Icon can be located in the horizontal menu above the report title bar.

You will need to use the horizontal scroll bar and scroll to the end of the report to complete this action. Once you have completed this action note that the colums in the report entitled **'Oct – Dec 2007'** holds no data in the column.

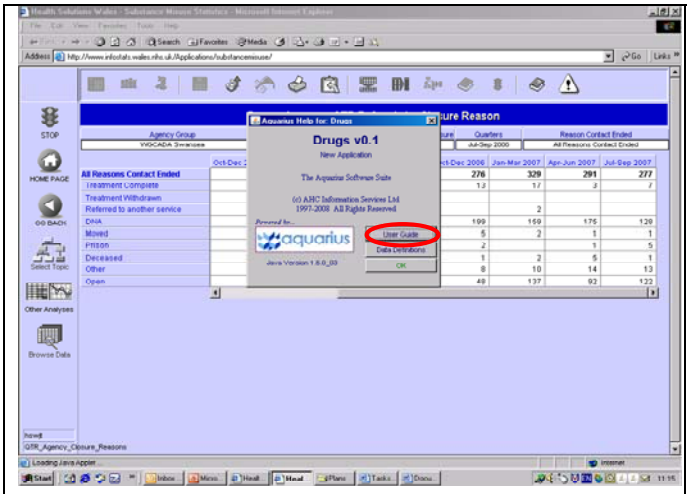
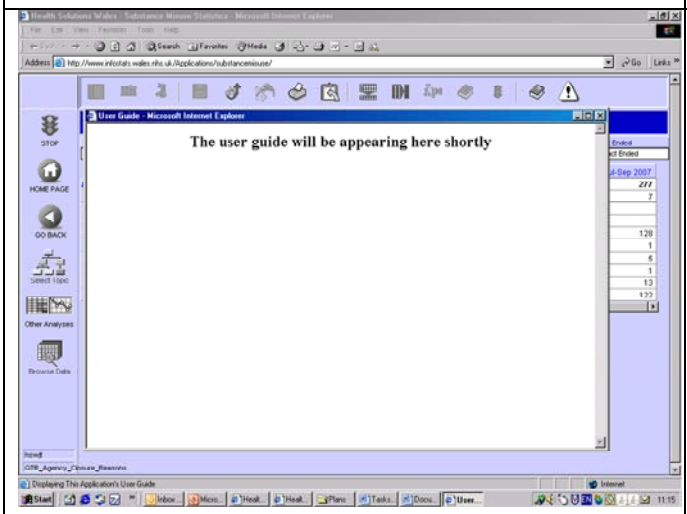
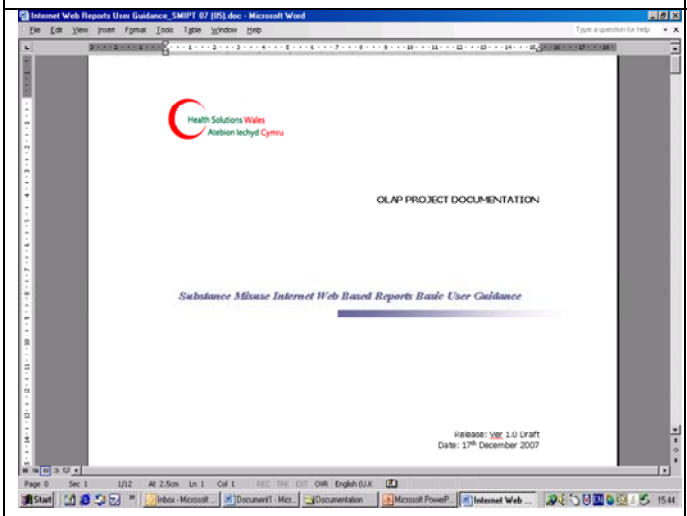


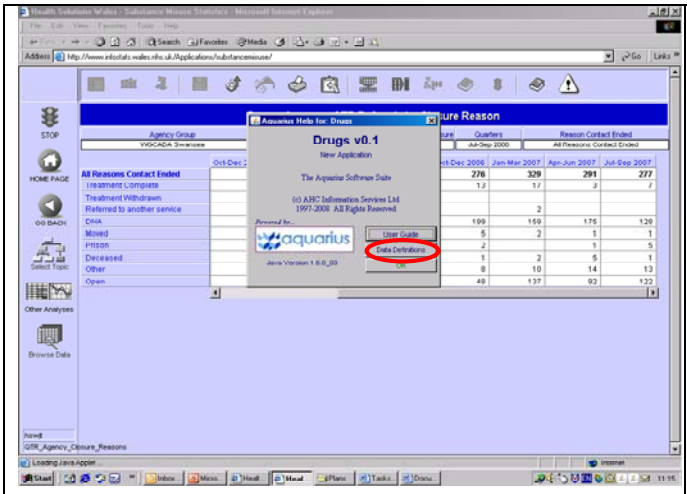
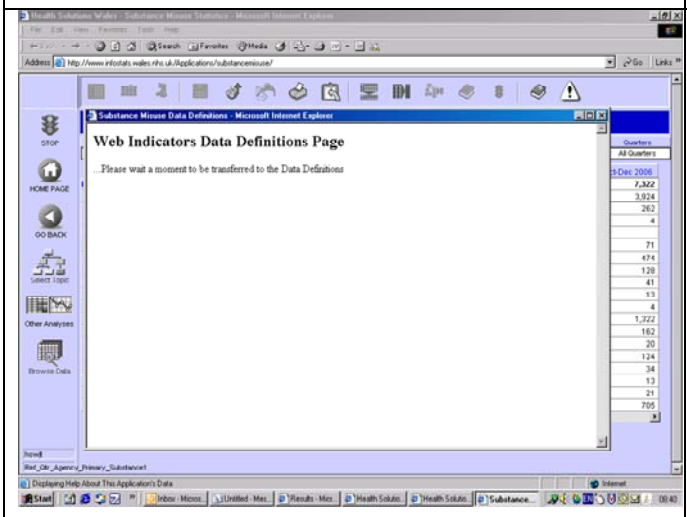
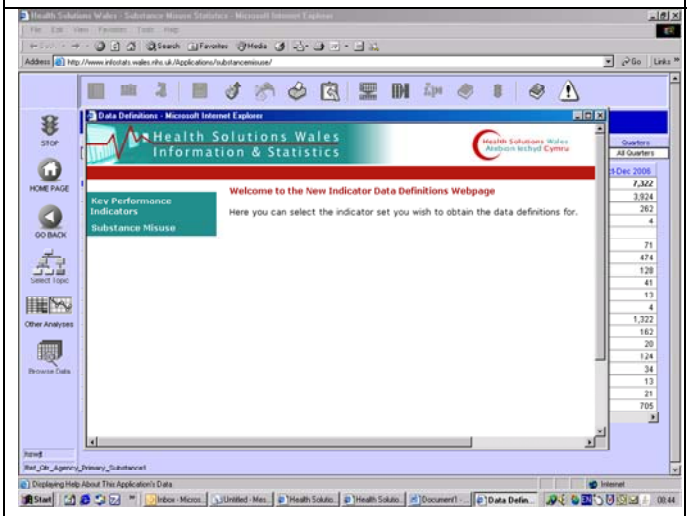
On selecting the Icon note the column entitled 'Oct – Dec 2007' has been removed.

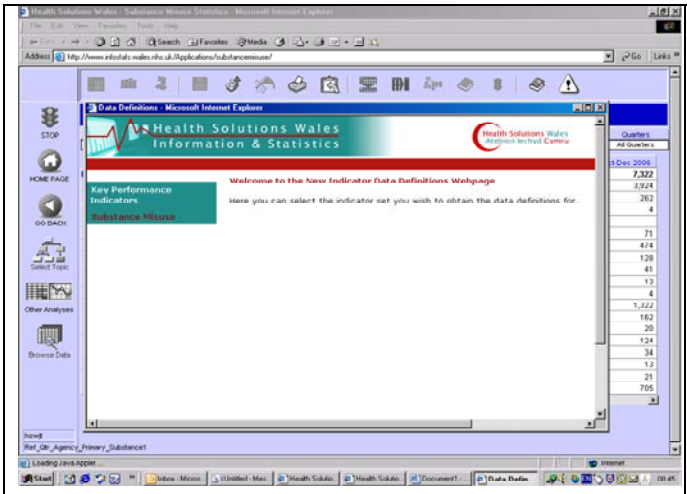
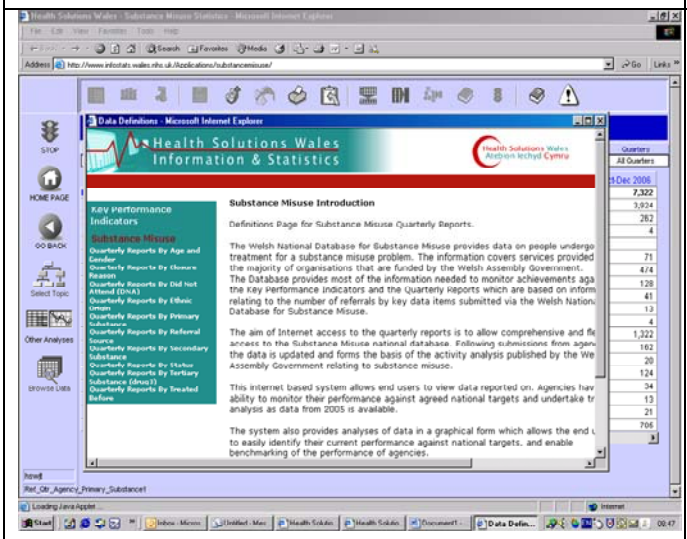
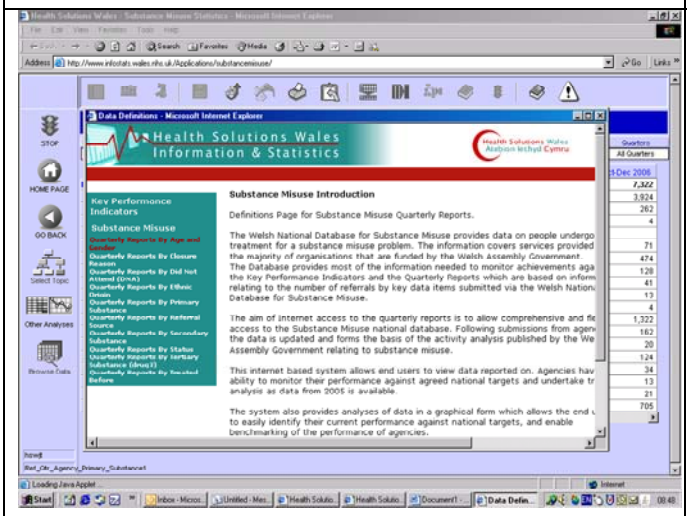
N.B. In order to replace both the empty row and the empty column reselect both the and the Icons.

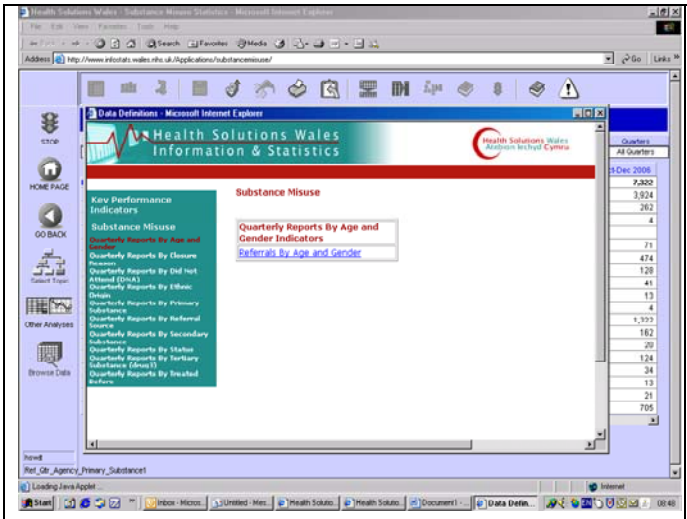


There is a Get Help Icon, this Icon can be located in the horizontal menu above the report title bar.

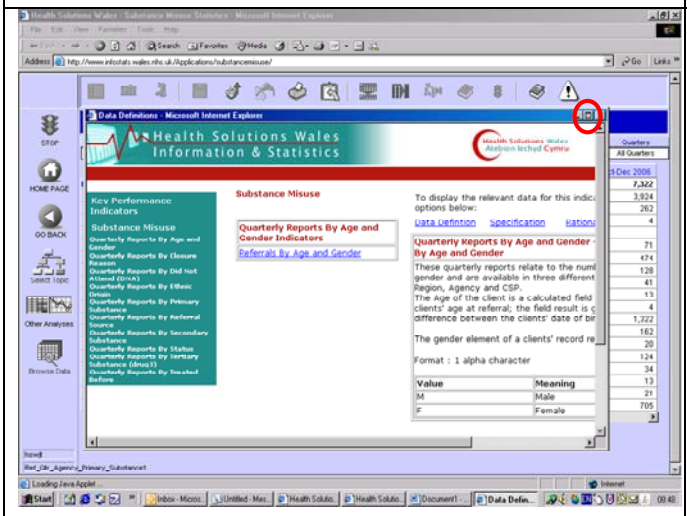
	By selecting this Icon a new window will open allowing you access to the User Guide and Data Definitions. The User Guide has been written in order to aid users navigate the reports and analysis held in the tool/application.
	On selecting the **'User Guide'** Button from the new window, a window will 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 o the User Guidee will be available for download as a .pdf document from the **'Substance Misuse Documentation'** page which can be located from the **'Substance Misuse Information Sevices'** 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.

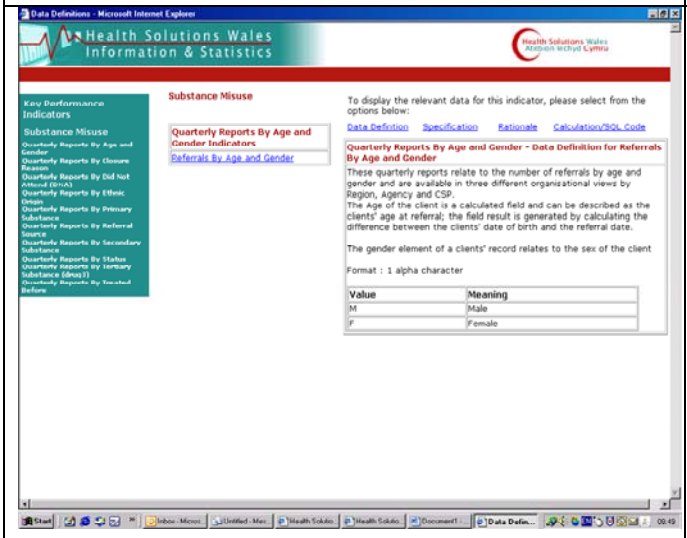
	Select Substance Misuse from the menu on the left hand side of the page, this will provide access to the supporting documentation of the Quarterly reports
	On selecting Substance Misuse the list of reports is made available, from here you can define your search by selecting one of the report listed.
	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.