EBP Reports & Filters: Quick Guide

This document is meant to be a quick guide to the various reports that can be run in EBP Tracker and PIE. Each report is broken down to explain what information the report includes and any differences to the reports in PIE.

Access to the reporting function of EBP Tracker can be found on the left-hand side in the Actions navigation pane with "Reports" as an option. In PIE, the reports button can be found on the bottom left-hand side of the menu in blue.

Frequently Asked Questions (FAQs) for each report directly follow its overview.

Client List Report- EBP Tracker

Provides a list of treatment episodes. The following episode information is included in the report:

- Clinician
- Client ID
- Number of visits
- Case status – "open" or "closed"
- Discharge Reason
- Treatment Model

This report has the ability to filter by: date, active clinicians, a specific clinician, treatment model, and whether the case is open or closed.

Treatment Model Case List Report- PIE

Provides a list of treatment episodes. The following episode information is included in the report:

- PSDCRS ID
- Episode ID
- Child initials, DOB, & sex
- Project
- Episode start and end dates (if applicable)
- Discharge Reason
- DCF status
- Last Month Seen (latest monthly session form with 'yes' selected for visit in month)

This report has the ability to filter by: project, race/ethnicity, language, DCF involvement, reason for discharge, episode dates, age, treatment model, clinician, treatment model status

*****If you would like to include closed episodes, be sure to check off that box. Also, PIE report no longer includes number of visits.***

- FAQs
- **The Client List Report in EBP Tracker is renamed as the Treatment Model Case List report in PIE.**
  - What does a "closed" case status mean?
    - For a case status to be "closed" a treatment episode needs a discharge reason and date, **and** all assessments and facesheets need to be fully completed (green check mark).
  - What does the date filter do?
    - The date filter applies to the EBP Intake date. Using the date filter will generate a list of episodes that have an EBP Intake date within that date range. In PIE you may also filter on episode start dates.
  - How do I get a list of "open" cases?
    - To get a list of open cases we recommend applying the case status filter (filter on "open") without using any date filter. Applying the date filter will limit the list to episodes that have an EBP Intake date within the time range specified. For PIE, do not check the closed cases box and for TX model status, select open only.

Who Did We Serve?

- This report is the same in EBP Tracker and PIE.
- Includes counts/percentages on the following characteristics:
  - Sex
  - Age Ranges
  - Race/Ethnicity
  - Hispanic Origin
  - Primary Language
  - Other Characteristics
    - DCF involvement, Juvenile Justice involvement, medically complex, child with IEP, alcohol/drug use in last 3 months

In PIE, This report has the ability to be filtered by: project, DCF status, treatment model, clinician, discharge reason, sex, age, race/Hispanic origin, & language. Totals include served cases, or cases that have at least one visit.

- FAQs
  - What does "Total" include?
    - Total includes those cases that have completed an intake AND had at least one visit
    - The total in this report is the SAME AS the "Cases with at least 1 Visit" column in the **How Much Did We Do?** report
  - Why is my "Total" different than the "Total" and/or "Active Cases" in the **How Much Did We Do?** report?
    - This total is the number of "Cases with at least 1 Visit" which include cases with an intake and at least one visit.
    - If your **Who Did We Serve?** total is different than the "Cases with at least 1 Visit" in the **How Much Did We Do?** report, it is because the reports are run in REAL TIME. So an older report (even by minutes) may show a slightly *different* number. For best results, run all your necessary reports all at the same time and export to pdf/excel.
  - What if I indicate a Date Range?
    - The total includes (see above) cases WITHIN that time period that had at least one visit.
    - If you do not indicate a date range, all open cases that have at least one visit will show.
  - Why are there no totals or other variables?
    - Each demographic characteristic has its own table in the report. All you may need to do to see everything is scroll further down the page and/or export to Excel or pdf for viewing.

How Much Did We Do?

- Same in EBP Tracker and PIE
- Provides Information about:
  - Case Data
    - Number of total cases, cases with at least one visit, intakes, closed, completed, referred, assessment only
  - Assessment Outcomes for Cases
  - Session Data
    - Numbers of total visits**
  - Service/Treatment Average Timeframes *for:*
    - Referral to intake
    - Intake to Treatment Start
    - Referral to Treatment Start
    - Length of Stay (for closed cases only)
    - Average time of those currently in treatment (open cases only)

In PIE, this report has the ability to be filtered by: project, dates between, treatment model, clinician, and discharge reason. The totals are out of open cases.

***Please note, the PIE report does not include no shows and cancellations*.**

*******In PIE, the Total Visits under Session Numbers pertains to the total months the open cases had visits completed within the indicated date range (or across all time if no indicated date range). For example, if you filter the report across 2 months, and there are 2 open cases, with one case seen both months, and one case only seen in 1 of the months, the Session Total would be 3 with these described filters.***

- FAQs
  - What does “Total” include?
    - Total includes those cases that have at least completed an intake. Cases may or may not have had at least one session to be counted in this total.
  - What does “Cases with at least 1 visit” Mean?
    - This is the number of cases that have an intake AND at least one session at any point during treatment. Cases with at least 1 visit = “Total” on the **Who Did We Serve?**
  - What is the difference between average LOS and Average Time in Current Treatment? Why do they have a different number of cases (n=)?
    - LOS is only calculated on cases that have closed. For cases that are still open, the average time in current episode is given. A case is in one category or the other; the number of cases (n=) for the two columns should equal the total.
  - Why don’t my numbers match the other reports that I’ve run?
    - Reports are run in REAL TIME. So an older report (even by minutes) may show a slightly *different* number. For best results, run all your necessary reports all at the same time and export to pdf/excel.
  - What if I indicate a Date Range?
    - The total includes (see above) cases WITHIN that time period. If you do not indicate a time period, totals include all open EBP cases.
  - Why are there no totals or other variables?
    - Each demographic characteristic has its own table in the report. All you may need to do to see everything is scroll further down the page and/or export a pdf for viewing.

How Much Did We Do – Monthly Volume
➢ Same in EBP Tracker and PIE ➢ Provides information about: o Session Data ▪ Number of open cases, ever active (at least one visit), new, closed, closed successfully, with 1 or more visits in the month, with 2 or more visits in the month. Total number of visits in the month, total number of no shows. o Number of Screens and Assessments completed in the month *for*; ▪ Trauma Screens – THS (caregiver and child), TEC ▪ Ohio Scales – Problem Severity and Functioning for child, caregiver, and clinician ▪ EBP Assessments (child symptom measures) – CPSS, PPSC, SMFQ, YCPC ▪ Caregiver Assessments – CESD-R, Cage-Aid, PSS, PCL-5** *****Please note, PIE does not report the Cage-Aid.*** In PIE, this report may be filtered by project, treatment model, and dates (months).

- FAQs
  - What does "Open", "Ever Active" and "New" mean?
    - Open – cases may or may not have had at least one session to be counted in this total
    - Ever Active - this number is *of Open*, how many cases have an intake AND at least one session at any point during treatment. Ever Active = "Total" on the **Who Did We Serve?** Report. For PIE, this means at least one month 'yes' to visits in monthly session form.
    - New - number of intakes
  - Why don't my numbers match the other reports that I've run or monthly dashboards?
    - Reports are run in REAL TIME. So an older report (even by minutes) may show a slightly *different* number. For best results, run all your necessary reports all at the same time and export to pdf/excel.
  - How do I select multiple months?
    - You can select multiple months by selecting a start and end month in the month/year range. Each month in the period selected will show as a single row in each table.
    - You must choose at least one month in order to run the report.
    - Total row is unduplicated number in the entire time period selected.

Is Anyone Better Off? –Assessments over Time
➢ Provides Information at Provider-Level (or all Providers): ○ **Assessments in EBP Tracker** ▪ BPSC, CESDR, CPSS, OHIOs, PCL5, PPSC, PSS, SMFQ, YCPC for various versions collected ○ **Assessments in PIE** ▪ CESDR, CPSS, OHIOs, PSS, SMFQ, YCPC, PROMIS for various versions collected ○ "N" the number of cases with the completed assessment ○ Mean Score – First ○ Mean Score – Most Recent ○ Avg. Total Change ○ Avg. No. of Months Between Assessments ○ % with Partial or Reliable Change In PIE, this report can be filtered by: project, DCF status, treatment model, clinician, case status, discharge reason and by assessments.

- FAQs
  - Cases included in this report have completed *AT LEAST TWO or MORE* assessments points
  - Why don't my numbers match what I was expecting?
    - Be sure to double check the filters that you have chosen and others that you may have skipped over.
  - What are the partial or reliable change values?
    - Partial or reliable change values differ depending on the assessment. A complete list of partial or reliable change values for the assessments can be found on page 22 in the EBP Tracker Assessment Manual.

Is Anyone Better Off? –Assessments over Time by Demographic

- Provides Information at Provider-Level (or all Providers) BASED ON:
  - Demographic Type
    - Sex, Race/Ethnicity, or Age Group (You must filter on 1)
  - **Assessments in EBP Tracker**
    - BPSC, CESDR, CPSS, OHIOs, PCL5, PPSC, PSS, SMFQ, YCPC for various versions collected
  - **Assessments in PIE**
    - CESDR, CPSS, OHIOs, SMFQ, YCPC, PROMIS for various versions collected for various versions collected
  - "N" the number of cases with the completed assessment
  - Mean Score – First
  - Mean Score – Most Recent

In PIE this report can be filtered by project, DCF involvement, treatment model, clinician, case status, clinician, assessment and demographic type.

*****PIE report also features average total change, average number of months between assessments, and percent with partial or reliable change***

- FAQs
  - Cases included in this report have completed AT LEAST TWO or MORE assessment points
  - **Be sure to select the appropriate filters before running the report. You need to select Demographic Type and Assessment filters at minimum to run the report.**
  - Why do the number (N) of cases for each assessment not equal other totals?
    - This will not equal the *total number* of cases because some cases require multiple assessments. Totals based on demographics *should* however match Provider level information in the **Assessments over Time** report (with corresponding Provider and Assessment filters active).
  - Why don't my numbers match the other reports that I've run?
    - Reports are run in REAL TIME. So an older report (even by minutes) may show a slightly *different* number. For best results, run all your necessary reports all at the same time and export to pdf/excel.

Cross Model Point in Time

- Same in EBP Tracker and PIE
- Provides Information about:
  - All or Specific models through a timeframe
  - Case Data by Model
    - Open cases, New cases, Closed cases, Completed, Number of sessions, Individual sessions, Trauma Activity
  - This report is useful for looking at treatment model in a specific span of time relating to the activity of cases throughout the date range.

Trauma Activity is defined as the number of treatment episodes that complete the following model-specific activities:

- MATCH-ADTC - trauma narrative
- TF-CBT - trauma narrative

In PIE, this report can be filtered by project, dates between, treatment model, and clinician.

- FAQs
  - What does “Open” and “New” include?
    - These columns include those cases that have *at least* completed an intake.
    - Cases may or may not have had at least one session to be counted.
    - These totals are the same as the “Total” from the **How Much Did We Do?** report (when run without a date range)
    - Open = cases that are still open within a date range
    - New = cases that are new within a date range
  - Why don’t my numbers match the other reports that I’ve run?
    - Reports are run in REAL TIME. So an older report (even by minutes) may show a slightly *different* number. For best results, run all your necessary reports all at the same time and export to pdf/excel.
  - What if I indicate a Date Range?
    - The total includes (see above) cases WITHIN that time period.
    - Each column is separate (does not necessarily build from the next one) and relate to the specific date range indicated
    - If you do not indicate a date range, data from throughout all time will display
  - What is the difference between “Closed” and “Completed”?
    - Completed = cases may have been completed but NOT closed
    - Closed = cases that have been closed AND may or may not have been completed

Cross Model Trend
➢ Same in EBP Tracker and PIE ➢ Provides Information about: o All or Specific models through a timeframe as a line graph of trends based on cases o Case Data by Model ▪ Number of cases ▪ Jan-Dec of a chosen year ▪ Be sure to select a year to examine o This is a useful report to track case-flow data trends over a year-span, month by month o This report has the ability to examine a specific model in addition to looking across models In PIE, this report can be filtered by project, treatment model, clinician, year, and trend type such as total cases, active cases, new cases, closed cases, and completed cases.

- FAQs
  - What do the "Total" column and row mean?
    - Totals depend on the Trend Type filter used.
    - **The totals may NOT be unique, i.e. a child could have an open case all year, four months, or one month, which would add their case to each corresponding month [when using the Total Cases filter and Active Cases filter]**
    - Otherwise, totals indicate unique values for the New, Closed, and Completed cases
    - The Total Cases filter, when used with a single calendar year, indicate those cases that have *at least* completed an intake
  - Why don't my numbers match the other reports that I've run?
    - Reports are run in REAL TIME. So an older report (even by minutes) may show a slightly *different* number. For best results, run all your necessary reports all at the same time and export to pdf/excel.
    - The totals may not be unique for certain filters, so the same child/children could have been counted in multiple columns when the Total cases filter is on and no time range indicated
  - What if I don't indicate a Year?
    - If you do not indicate a year, data through all time will display.
      - This can generate cumulative (but not unique) numbers that may not be entirely useful
    - Be sure to select a year to examine trends; the trend type filters will then produce unique and useful values for the year, by month
  - What is the difference between "Closed" and "Completed"?
    - Completed = cases that have been closed with a discharge reason of "Successfully completed selected EBP model requirements"
    - Closed = cases that have been closed AND may or may not have been completed

Training Counts Report

- Provides Information about:
  - Number of staff who attended and completed:
    - Model training
    - Additional model training
    - Model Consultation calls
  - This is a useful report to provide a unique count of staff who received training at your agency within a given time period.
  - This report has the ability to examine a specific model in addition to looking across models.

EBP Tracker should be used for this report for all models for the most updated training data.

- FAQs
  - Who is included in this report?
    - Report includes any staff (current or past) who received model-specific training or consultation at your agency. Staff completing training at a different agency prior to joining your agency are not included in this report.
  - What do the “Total” rows mean?
    - The total is a sum of the values in the rows for the first and third tables. This means that if a staff attended training, additional training, or consultation calls in more than one model then they are counted multiple times. The total in the second table is a unique count of staff across models.
  - What counts as additional model training?
    - For the evidence based treatment models: advanced clinical, learning session, booster session, train-the-trainer, and associate consultant trainings all count towards additional model training. In the event a staff person attends or completes more than one additional model training within a single model, they are only counted once.
  - What does “completing” mean?
    - For the purposes of this report, “completing” means the staff met the requirements of the training or consultation calls.