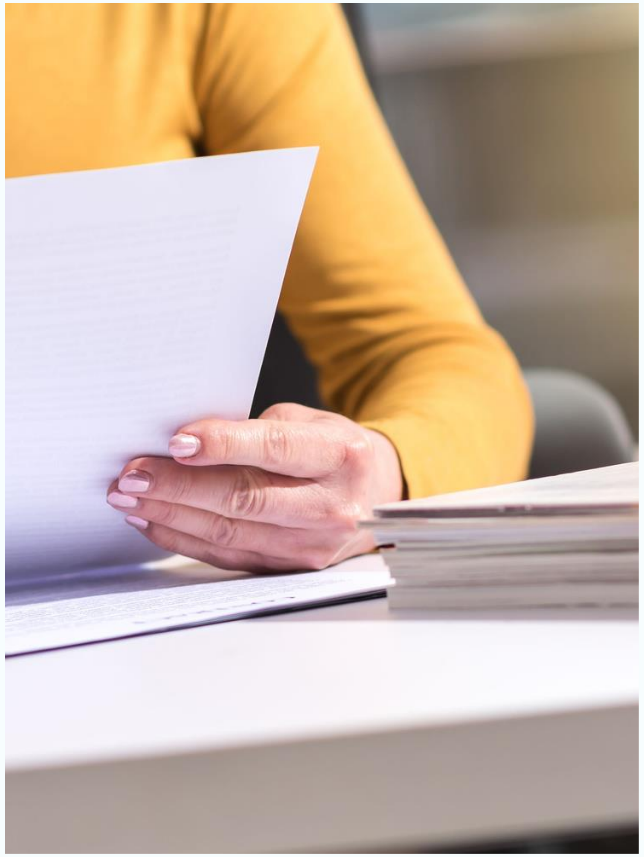
Welcome to

Data Collection Platform (DDOR)

Behavioral Health Conditional Dismissal Program

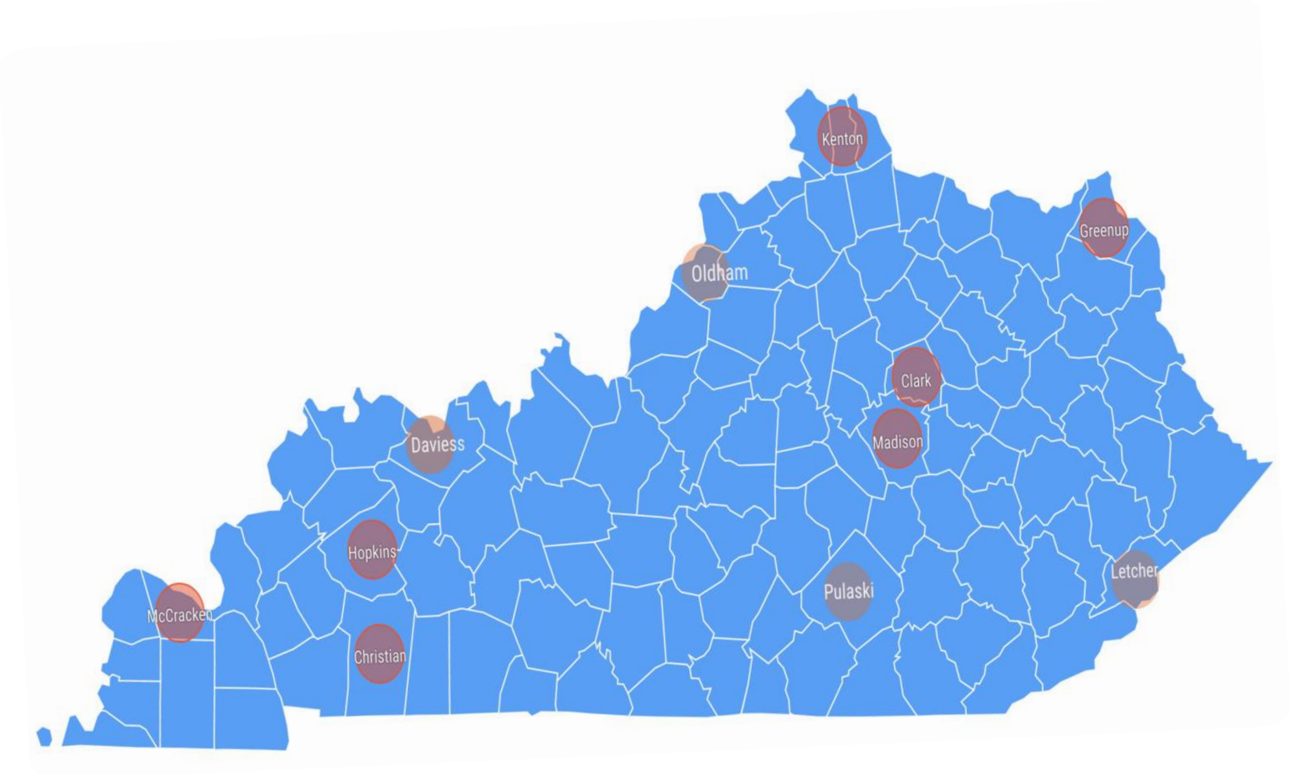
AGENDA

- Welcome
- Purpose
- Workflow
- Navigation
- Reports
- Data Privacy
- Technical Support
- Questions



Why Data Collection?

- Statutory requirement
- Measure outcomes
- Evaluate program success, and make it available to the rest of the state
- Quality improvement
- Unique opportunity to track the progress of a hard-to-reach and underserved population



Platform Workflow: Referrals

1

AOC Case Navigator

Forwards the client when the legal “participant agreement” has been fully executed by the defendant, Commonwealth Attorney, and Public Defender.

2

Treatment Provider: Referral Point of Contact

The referral point of contact forwards the client to the facility and staff within their agency who will complete the reports.

3

Treatment Provider: Staff completing the Reports

The staff member assigned to the client will complete the reports at designated intervals

Platform Workflow: First 14 Days

1	Initiation Notification	• Complete within 48 hours after DDOR referral.
2	Kentucky Office of Adult Education Referral	• Complete within 14 days of referral. Then add SB90@ky.gov to the "Send Copy to" field and click the SEND button.
3	Stabilization Report	• Complete at day 14 of the referral.

Platform Workflow: 42 Days

1	Progress Report	• Complete 42 days after DDOR referral. • The report will focus on services rendered and the status of social determinants of health.
2	BARC-10 PHQ9/GAD7	• Complete 42 days after DDOR referral. • Co-occurring diagnoses: BARC-10 & PHQ9 • SUD only: BARC-10 • MH Only: PHQ9/GAD7
3	WAI-SR (Working Alliance-Short Report)	• Complete 42 days after DDOR referral. • Evaluates the collaborative relationship between the helper and the client.

Platform Workflow: Continuing Reporting

1 **Quarterly Report**

- Complete the quarterly on January, April, July, and October 15th.
- Co-occurring diagnoses: BARC-10 & PHQ9
- SUD only: BARC-10
- MH Only: PHQ9/GAD7
- WAI-SR

2 **Status Change**

- Complete within 24 hours
- Discharges
- Level of Care Change
- Change in facility location within the parent agency

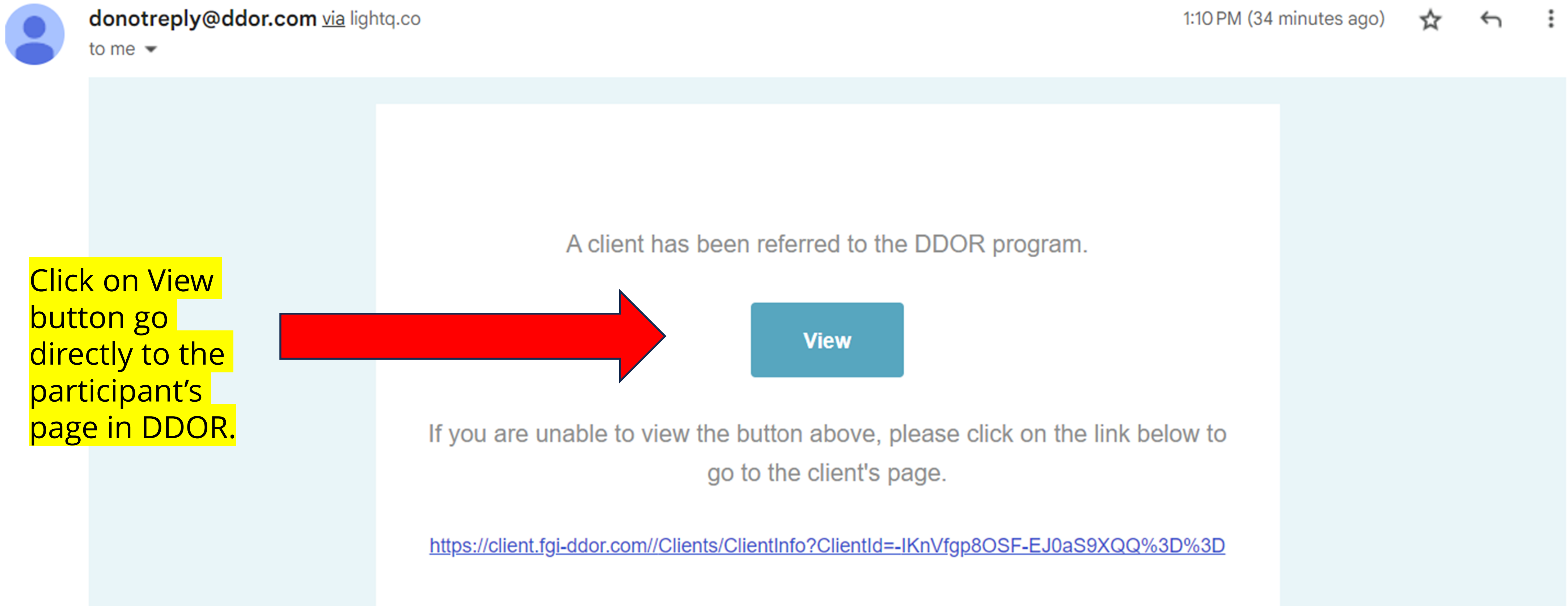
3 **Final Report**

- Complete 30 days after discharge

Receiving a Referral: Step 1

The provider's point of contact will receive an email notification. You may already be treating the client, and the DDOR referral signals that the participant agreement has been signed and it is time to begin reporting.

Click on View button go directly to the participant's page in DDOR.



Receiving a Referral: Step 2

The referral point of contact will read the Statewide Clinical Assessor Findings Summary Report for Level of Care and Facility recommendation.

The referral point of contact will notify the staff member responsible for reporting by putting their address in the “Send Copy to” field on the client profile page and click the “Send” button.

Forward to

FORWARD

Forward Outside Account

FORWARD OUTSIDE ACCOUNT

Send Copy to

Email Maryjane@yourtreatmentcenter.com

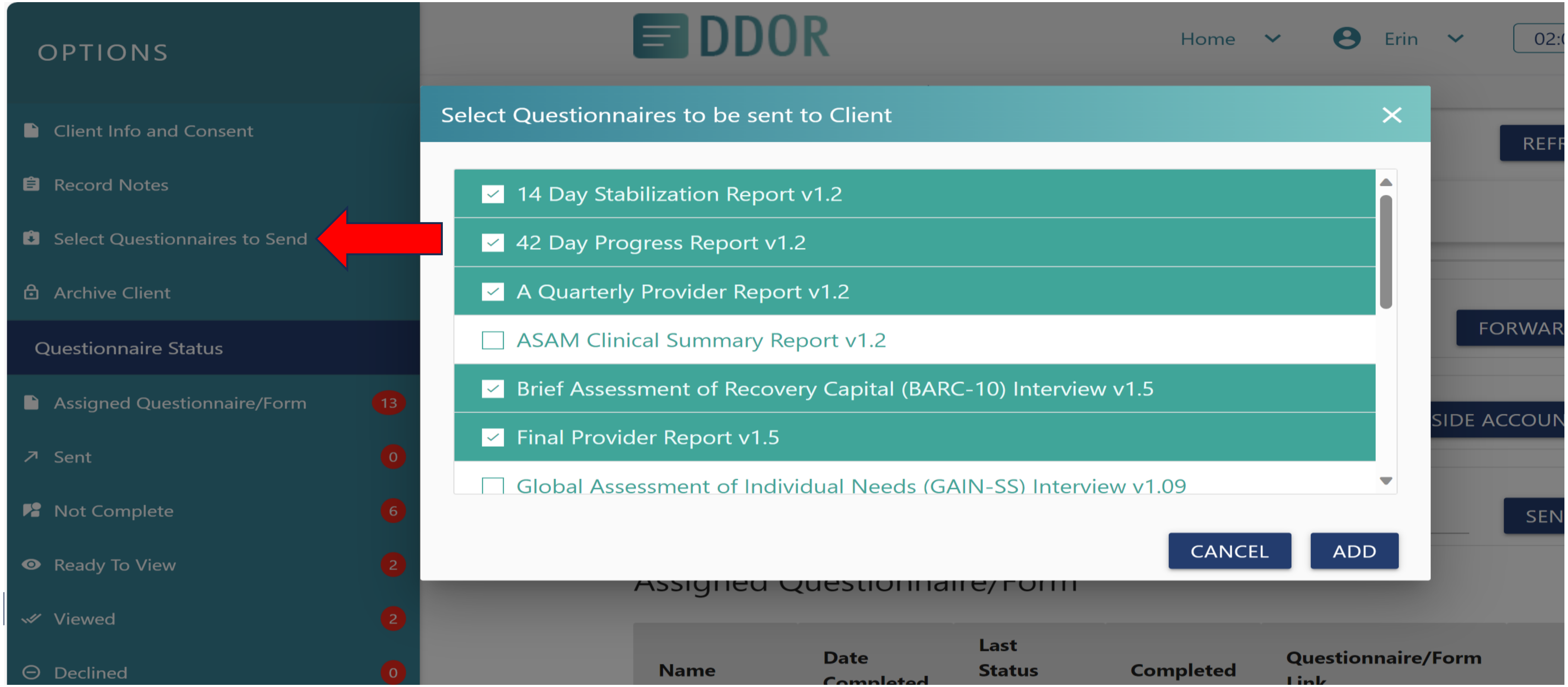
SEND

Viewed Questionnaires

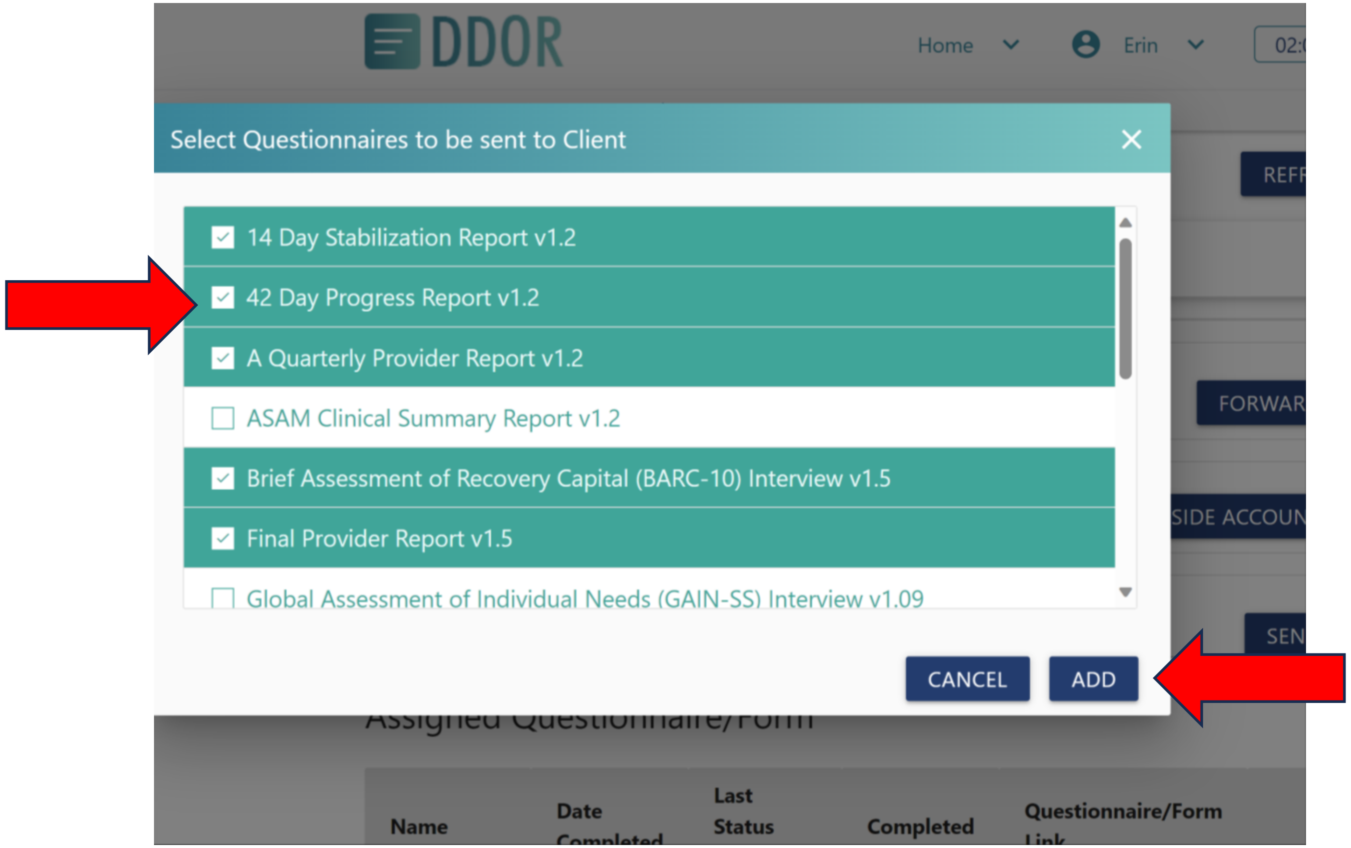
Name	Date Completed	Last Status Change	Completed	Questionnaire/Form Link	
Demographics JN MC V1.0		5/23/2023	Yes	Completed	View
Global Assessment of Individual Needs (GAIN-SS) v1.08		4/21/2023	Yes	Completed	View
LOCUS Evaluation Summary Report		5/31/2023	Yes	Completed	View
PHQ-4 v1.1		4/21/2023	Yes	Completed	View
Statewide Clinical Assessor Summary Report - AOC vs1.0		7/23/2023	Yes	Completed	View
The BARC-10		4/21/2023	Yes	Completed	View

Receiving a Referral: Step 3

Download Provider Reports by clicking on "Select Questionnaires" in the Option bar on the left



Receiving a Referral: Step 4



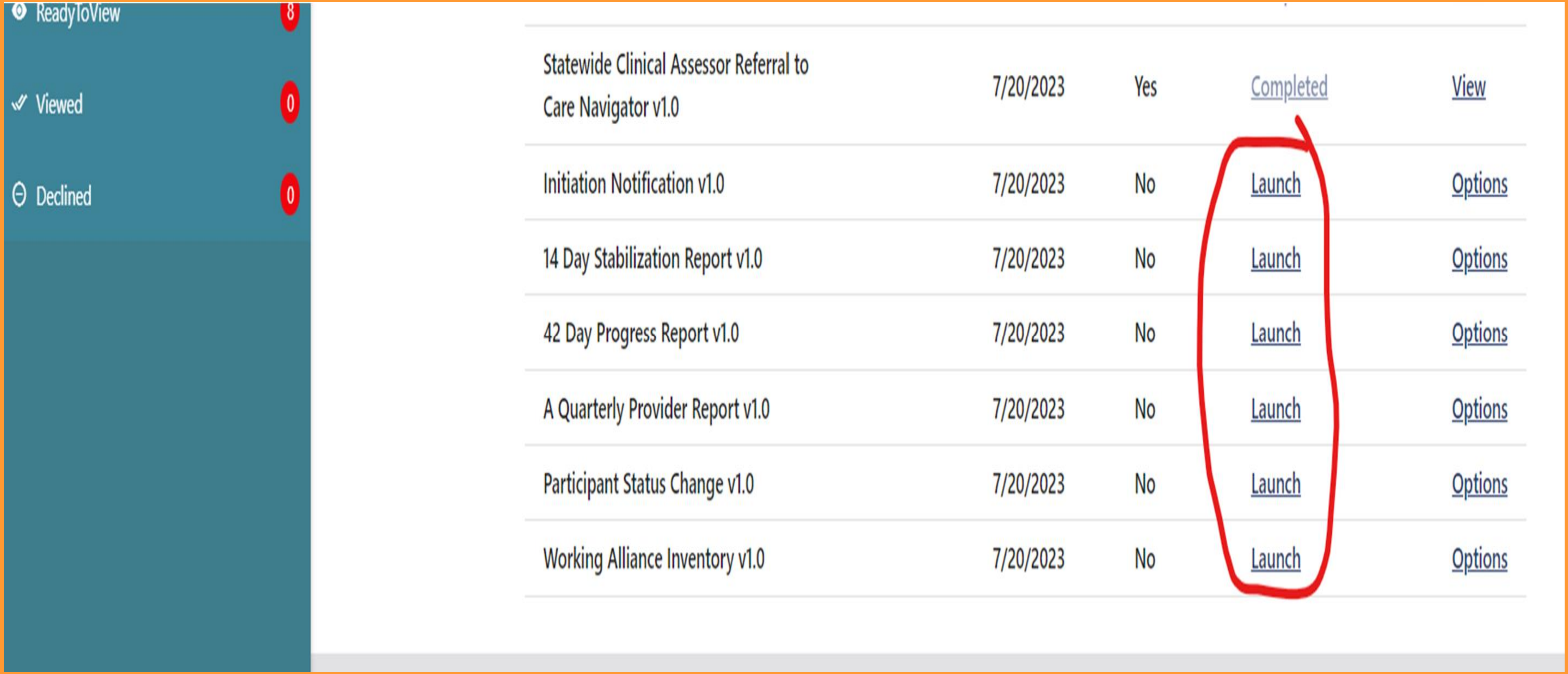
**Loading reports may take 30-60 seconds*

Load all provider reports by checking the box and clicking the "Add" button.

- Initiation Report
- KYAE Referral
- 14 Day Stabilization Report
- 42 Day Stabilization Report
- Quarterly Report
- Final Report
- Status Change
- BARC-10
- PHQ9/GAD7
- WAI-SR

Receiving a Referral: Step 5

The user assigned to completing reports (therapist, case manager, administrator) will click the “Launch” button to begin reporting.

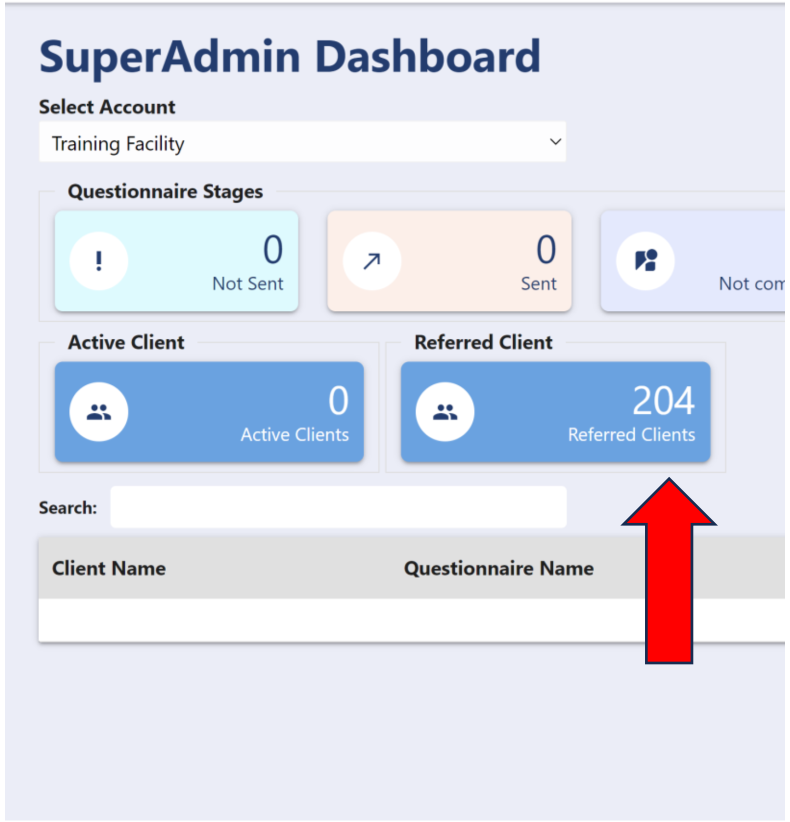


Logging into DDOR:

Dashboard: Your BHCDP participants will be in the “Referred Client” tab

Referred Client List: Search for individual participants and click “View” to go to the Client Profile page

1



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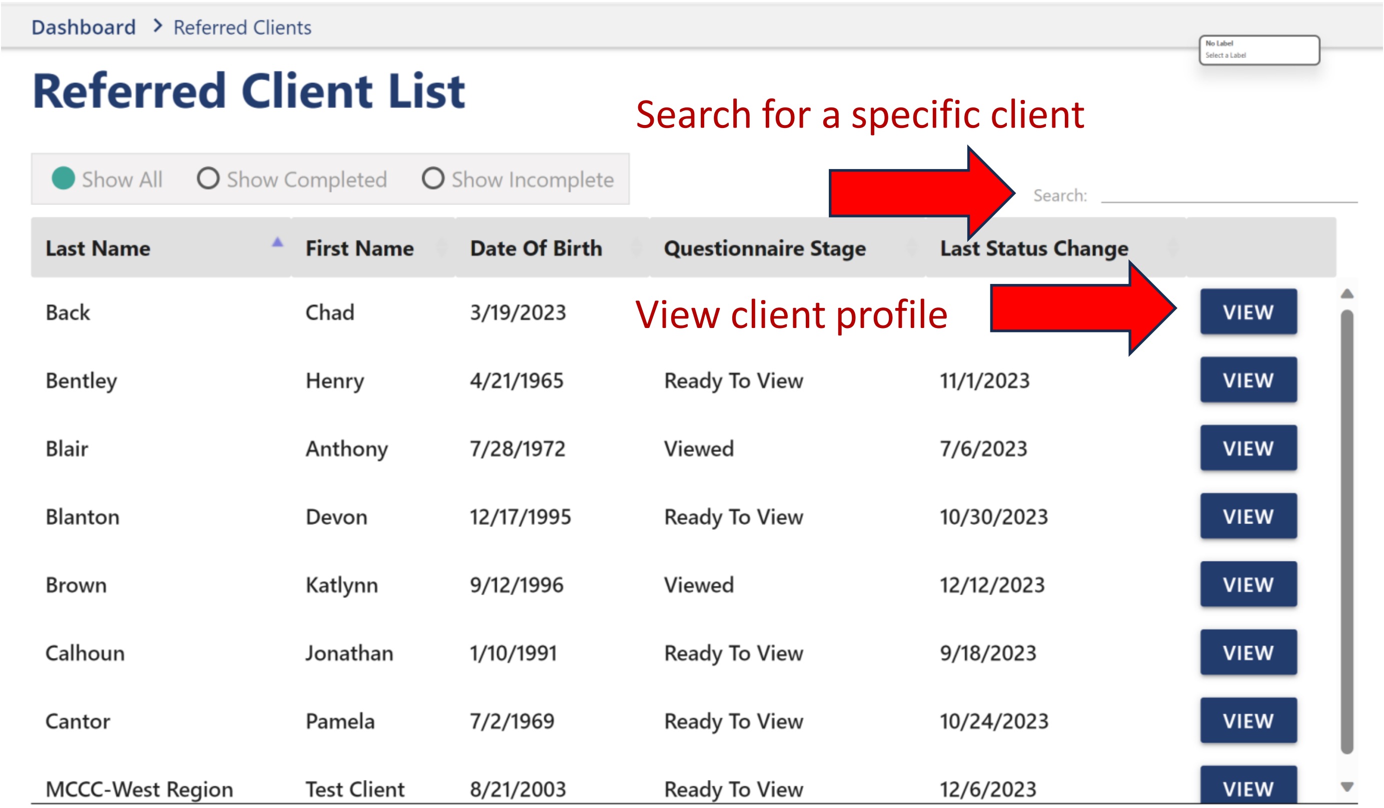

DDOR Navigation Tips

- DDOR times out after two hours
- All reports are saved where the user left off
- The skip function lets you choose the order in which you answer questions, but all questions must be completed to the best of your ability.
- A Search bar is located on the Dashboard and the Referred Client List, allowing searches by first or last name or report due.
- DDOR employs “breadcrumbs” to navigate between the Dashboard, Referred Client List, and Client Information pages. Utilize the navigation tool at the top center of your page instead of the back and forward arrows.
- After completing reports, click on your refresh button to update the report status.

Data Privacy & Security

- HIPPA-compliant platform.
- Patient information will be anonymized and protected when shared with stakeholders for outcomes reporting.
- Password resets: Click “Forgot Password” on the Login Page.
- Users can only view participants who are referred to them.
- Protected Health Information (PHI) is to be viewed on a need-to-know basis within your organization.

Troubleshooting and Support

- Test the User Login Page to ensure your company allows access: www.fgi-ddor.com. Contact your IT department to unblock the page if you cannot access it.
- To create a new user or deactivate a user email Jade Hampton at jhampton@fletchergroup.org.
- For Technical Assistance or system issues contact Jade Hampton at jhampton@fletchergroup.org or call 606.356.6779.
- Consult the training video library located on the provider website.
- Schedule an in-person training with Jade Hampton at jhampton@fletchergroup.org.

Best Practices for Data Collection

- Fletcher Group will have a full-time staff member dedicated to supporting providers with email reminders and assistance in report completion. However, the treatment provider is responsible for tracking when reports are due for each participant and staying current on according to the timeline in Senate Bill 90 and the Standard Operating Procedures.

- Some reports like the PHQ9-GAD7, BARC-10, and the Therapeutic Alliance are measures that require participant self-survey and engagement. Treatment providers may occasionally need to remind participants that successful completion of this program status includes answering these questionnaires.

Data Analysis and Reporting

- A.O.C. Case Navigators utilize the data to gauge the progress of their participants, determine when to dismiss charges and when to give additional support to the participant and provider.
- The Fletcher Group with anonymize protected health information and track qualitative and quantitative change in individual and aggregate populations, and report outcomes to the AOC. and DBHDID on a quarterly
- Results will be communicated to BHCDP Implementation Council quarterly, with stakeholders that include the KYAE, DBH, AOC, DPA, and Commonwealth attorneys. These meetings are open to the public, and treatment providers are encouraged to attend.

QUESTIONS?

Appendix

Working Alliance Inventory – Short Revised (WAI-SR): Microsoft Word - WAI-SR Client Version.doc (profhorvath.com)

BARC10: barc10.pdf (recoveryanswers.org)

PHQ9-GAD7: Patient Health Questionaire and General Anxiety Disorder (PHQ-9 and GAD-7) (fsu.edu)

User Login Page: DDOR (fgi-ddor.com)

Short video training on referrals and finding reports:

Provider Training: DDOR - Create and share your videos with Clipchamp

Short video training on resetting your password:

Resetting your password in DDOR.mp4 (sharepoint.com)