



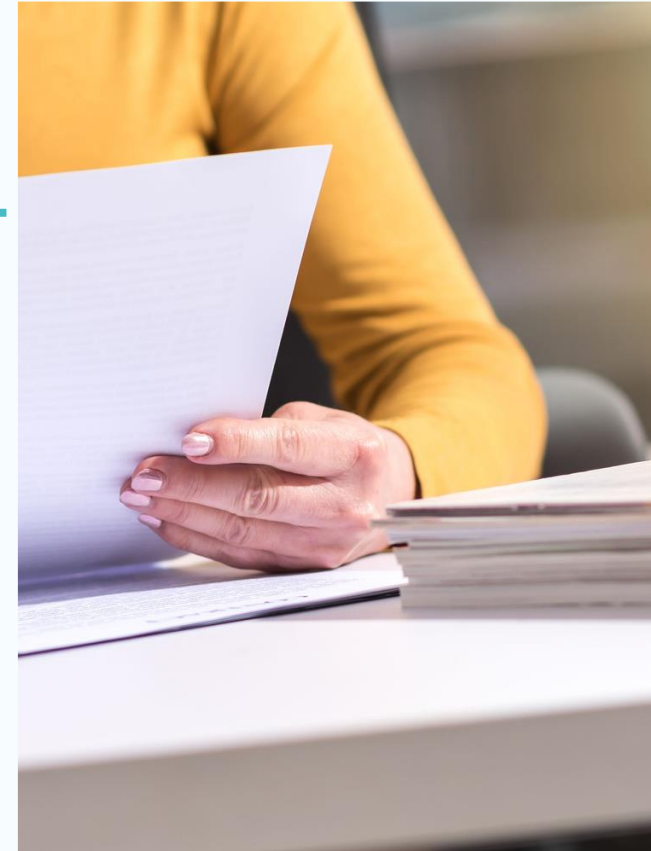
Welcome to

Data Collection Platform (DDOR)

*Behavioral Health
Conditional Dismissal
Program*

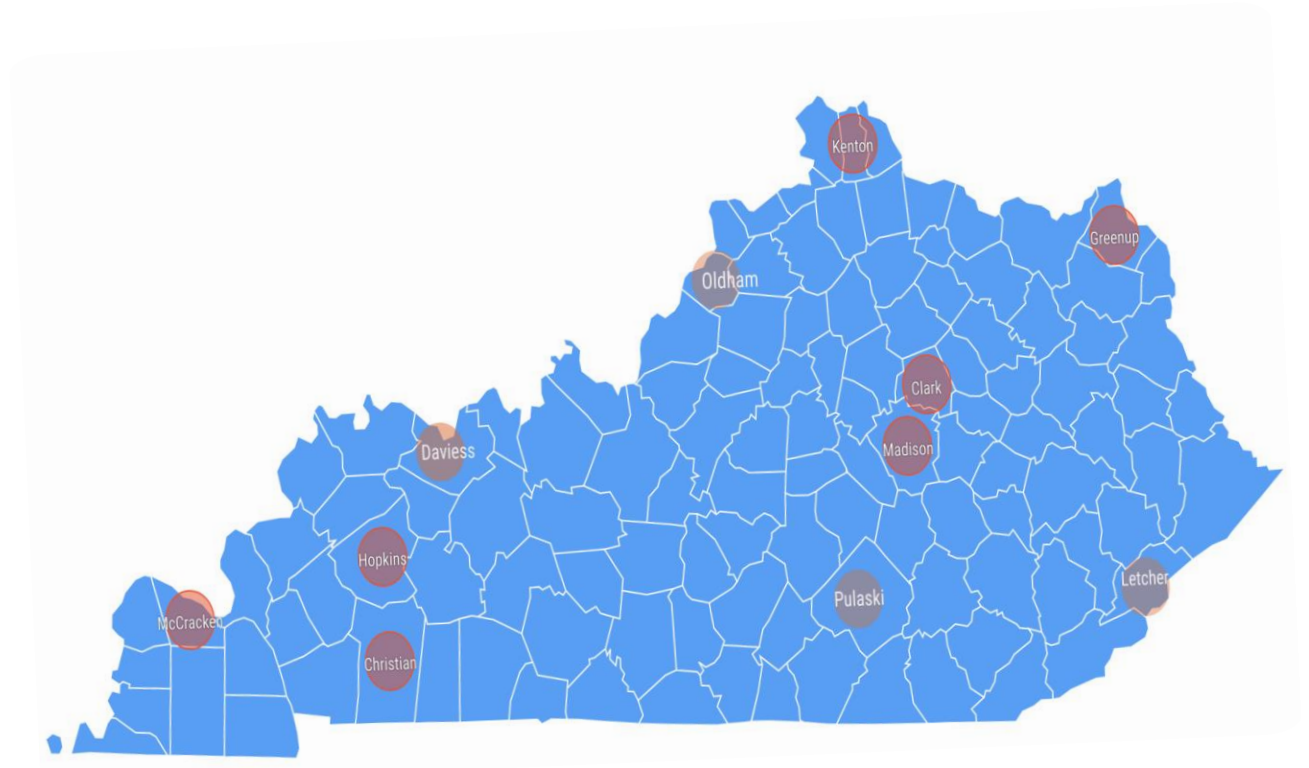
AGENDA

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

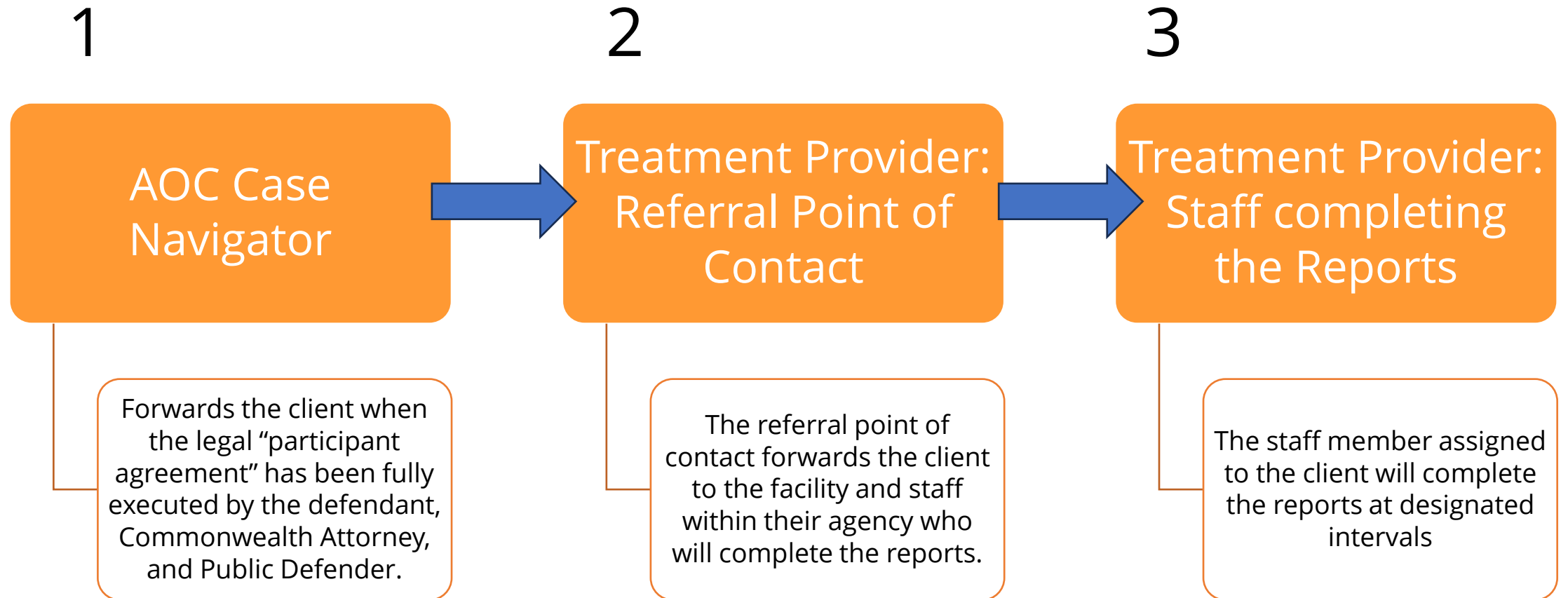


Why Data Collection?

- 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






Platform Workflow: First 14 Days

1 Initiation Notification

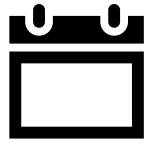
- Complete within 48 hours after DDOR referral.

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  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.



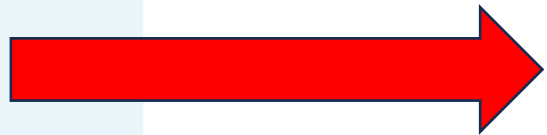
donotreply@ddor.com via lightq.co
to me ▾

1:10 PM (34 minutes ago)



A client has been referred to the DDOR program.

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



View

If you are unable to view the button above, please click on the link below to go to the client's page.

<https://client.fgi-ddor.com//Clients/ClientInfo?ClientId=-IKnVfgp8OSF-EJ0aS9XQQ%3D%3D>

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 SEND

Email **Maryjane@youtreatmentcenter.com**



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



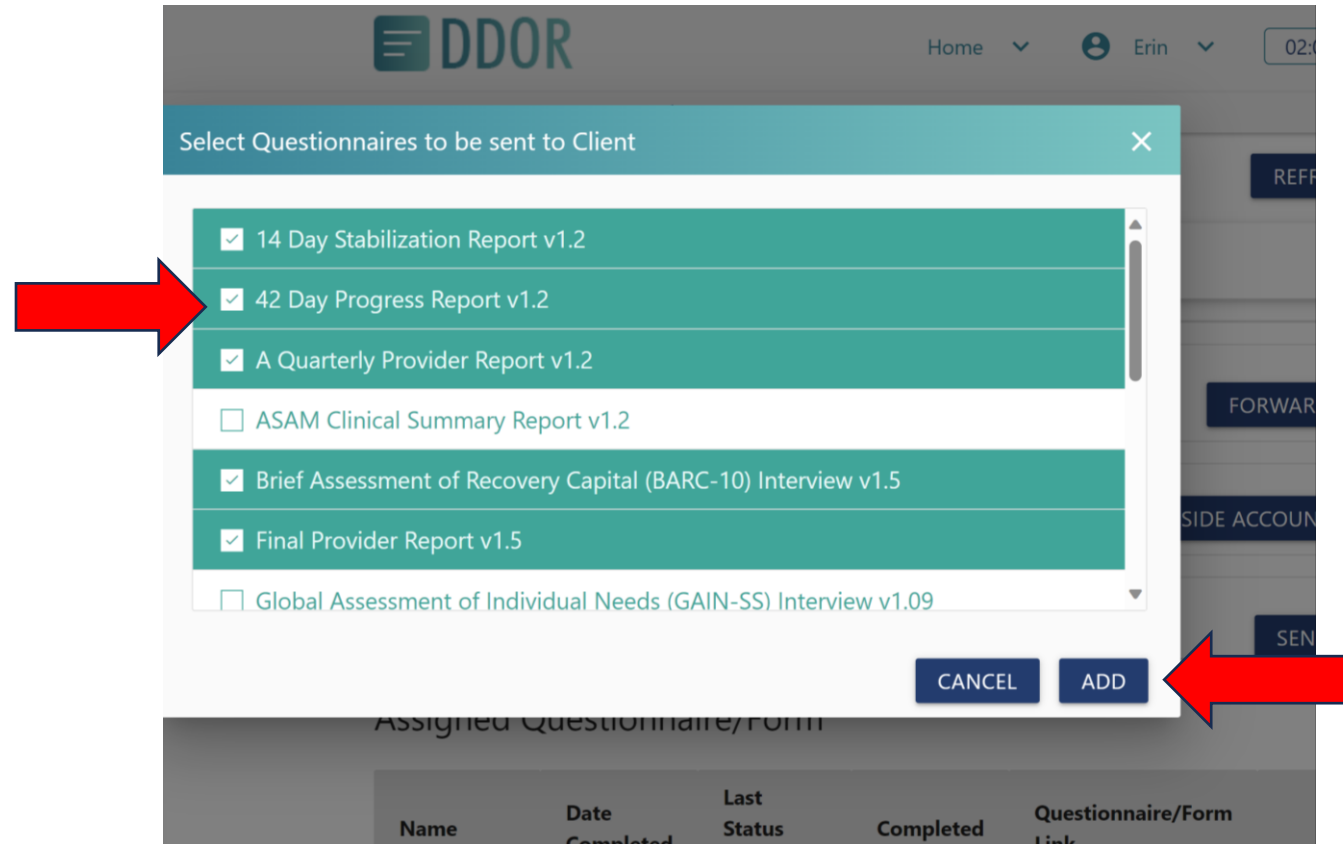
Receiving a Referral: Step 3

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

The screenshot displays the DDOR web application interface. On the left, a dark teal sidebar contains an 'OPTIONS' menu with the following items: 'Client Info and Consent', 'Record Notes', 'Select Questionnaires to Send' (highlighted with a red arrow), 'Archive Client', and a 'Questionnaire Status' section. The status section includes: 'Assigned Questionnaire/Form' (13), 'Sent' (0), 'Not Complete' (6), 'Ready To View' (2), 'Viewed' (2), and 'Declined' (0). The main content area features the DDOR logo, a user profile for 'Erin', and a 'Home' dropdown. A modal dialog box titled 'Select Questionnaires to be sent to Client' is open, listing several reports with checkboxes: '14 Day Stabilization Report v1.2' (checked), '42 Day Progress Report v1.2' (checked), 'A Quarterly Provider Report v1.2' (checked), 'ASAM Clinical Summary Report v1.2' (unchecked), 'Brief Assessment of Recovery Capital (BARC-10) Interview v1.5' (checked), 'Final Provider Report v1.5' (checked), and 'Global Assessment of Individual Needs (GAIN-SS) Interview v1.09' (unchecked). The dialog box has 'CANCEL' and 'ADD' buttons at the bottom right.

Name	Date Completed	Last Status	Completed	Questionnaire/Form Link
14 Day Stabilization Report v1.2				
42 Day Progress Report v1.2				
A Quarterly Provider Report v1.2				
ASAM Clinical Summary Report v1.2				
Brief Assessment of Recovery Capital (BARC-10) Interview v1.5				
Final Provider Report v1.5				
Global Assessment of Individual Needs (GAIN-SS) Interview v1.09				

Receiving a Referral: Step 4



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

**Loading reports may take 30-60 seconds*

Receiving a Referral: Step 5

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

ReadyToView	8	Statewide Clinical Assessor Referral to Care Navigator v1.0	7/20/2023	Yes	Completed	View
Viewed	0	Initiation Notification v1.0	7/20/2023	No	Launch	Options
Declined	0	14 Day Stabilization Report v1.0	7/20/2023	No	Launch	Options
		42 Day Progress Report v1.0	7/20/2023	No	Launch	Options
		A Quarterly Provider Report v1.0	7/20/2023	No	Launch	Options
		Participant Status Change v1.0	7/20/2023	No	Launch	Options
		Working Alliance Inventory v1.0	7/20/2023	No	Launch	Options

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

The screenshot shows the SuperAdmin Dashboard with a 'Referred Client' tab highlighted. A red arrow points to the 'Referred Client' count of 204.

SuperAdmin Dashboard
Select Account: Training Facility
Questionnaire Stages: Not Sent (0), Sent (0), Not completed (0)
Active Client: 0
Referred Client: 204
Search: [Input field]
Table headers: Client Name, Questionnaire Name

2

The screenshot shows the Referred Client List table. A red arrow points to the search bar with the text 'Search for a specific client'. Another red arrow points to the 'VIEW' button for Chad Back with the text 'View client profile'.

Dashboard > Referred Clients
Referred Client List
Show All (selected) | Show Completed | Show Incomplete
Search: [Input field]
Table columns: Last Name, First Name, Date Of Birth, Questionnaire Stage, Last Status Change, VIEW

Last Name	First Name	Date Of Birth	Questionnaire Stage	Last Status Change	VIEW
Back	Chad	3/19/2023			VIEW
Bentley	Henry	4/21/1965	Ready To View	11/1/2023	VIEW
Blair	Anthony	7/28/1972	Viewed	7/6/2023	VIEW
Blanton	Devon	12/17/1995	Ready To View	10/30/2023	VIEW
Brown	Katlynn	9/12/1996	Viewed	12/12/2023	VIEW
Calhoun	Jonathan	1/10/1991	Ready To View	9/18/2023	VIEW
Cantor	Pamela	7/2/1969	Ready To View	10/24/2023	VIEW
MCCC-West Region	Test Client	8/21/2003	Ready To View	12/6/2023	VIEW

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 will 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 basis.
- 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 Questionnaire 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 \(sharepoint.com\)](#)