

**The
Crisis Mobile
Data Tool**

The CRISIS Mobile Data Tool

- This tool was written in response to a SAMHS QA report that evaluated Crisis data stored at SAMHS.
- The major concerns in the report were:
 - SSN's were missing or not in the proper format
 - MaineCare Id's missing or not in the correct format
- The tool was programmed to require correct data to be entered, and if not, a reason why.

What It Is and What It Isn't

- The Data Tool is not a database. Data is stored temporally until a spreadsheet is produced with the same data. Then the data is deleted.
- The Data tool consists of two pages (or forms) programmed in Microsoft Access 2003.
- The tool produces a spreadsheet in Microsoft Excel in the correct format with the correct data. There are edits to make sure SAMHS gets the correct data.
- The tool uses the same FTP portals that are being used currently to transmit crisis data to SAMHS.

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This is what page 1 looks like

The screenshot displays the Microsoft Access Form Design Tools interface for a form named 'frm_Crisis'. The form is titled 'CRISIS Mobil DATA TOOL' and includes a header with buttons for 'Exit', 'Print', 'ER Report', and 'Instructions'. The form contains several fields, all of which are currently set to 'Unbound'. The fields are organized into a grid-like structure with multiple columns. A 'Navigation Pane' is visible on the left side of the form design area. At the bottom of the form, there are buttons for 'See All Saved Data', 'Make Spreadsheet from data saved to Crisis Table (Send this to SAMHS by FTP)', 'Save above data for export', and 'Delete All Saved Data (Start new month)'. The status bar at the bottom of the window shows 'Design View' and 'Property Sheet'.

Field Name	Property	Field Name	Property
Report Year	Unbound	Who requested initial encounter	Unbound
Report Month	Unbound	Substance Abuse Counseling	Unbound
Date Of Encounter	Unbound	Site Of Face To Face Encounter	Unbound
Date Of Birth	Unbound	Crisis Assessment Criteria	Unbound
Payment Source	Unbound	<18 with MENTAL HLT Diagnosis?	Unbound
Medicaid Id	Unbound	On going Support	Unbound
SSN	Unbound	Wellness plan, crisis plan ect	Unbound
No SSN reason	Unbound	Community Support Worker	Unbound
First Name	Unbound	Support Worker Notified	Unbound
Last Name	Unbound	Service_Apointment_3days	Unbound
Gender	Unbound	Time in MINUTES initial Encounter	Unbound
Town Zip	Unbound	Zero Time for Intial Encounter	Unbound
Housing Status	Unbound	Time HOURS initial Encounter	Unbound
OADS Client	Unbound	Time HOURS Follow Up	Unbound
Psych_Consultation	Unbound	Under 18 State Custody	Unbound
Respond_Time	Unbound	Crisis Resolution	Unbound

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This is what page 2 looks like

The screenshot shows a Microsoft Access window titled "Crisis_Front_End_2016_v1 : Database (Access 2002 - 2003 file format) - Microsoft Access". The ribbon includes File, Home, Create, External Data, Database Tools, and Acrobat. The form view shows a form titled "CRISIS DATA TOOL Add Total Phone Calls" with a "Close Form" button. The form contains the following fields and controls:

- Select Agency:** A dropdown menu with "AMHC" selected.
- Phone Number:** A text box containing "MH3-16-240".
- Month:** A text box containing "April".
- Enter Total Adult Phone Calls:** A text box containing "333".
- Enter Total Child Phone Calls:** A text box containing "333".
- Buttons:** Two buttons with the following text:
 - "Save Phone Calls and make Crisis Spreadsheet from data saved to Crisis Table and open FTP Link"
 - "Save Phone Calls and make Crisis Spreadsheet from data saved to Crisis Table only"
- Link:** A blue hyperlink labeled "SECURE FTP MOVEIT State Of Maine".
- Instructions:** A paragraph of text providing instructions on how to use the tool and contact information for Lee Richardson (287-4591 SAMHS).

The bottom of the window shows a status bar with "Record: 1 of 1", "No Filter", and a search box. The Windows taskbar at the bottom displays the time as 9:56 AM on 5/29/2015.

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- The Data Tool is 'click-button' driven.
- Data staff using this tool will have to know very little about MS Access to use it. Every operation, other than entering crisis data, is 'click-button' driven.
- The Data tool is programmed to automatically open up to Page One. From Page One, buttons take you everywhere you need to go in the tool, and operate all functions like saving data or looking up instructions.

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- Although it is built in MS Access 2003, it is not functioning as a database because any single month's crisis data is stored only long enough to be transferred to a spreadsheet and FTP'd to SAMHS.
- To start a new month, the previous month's data must be deleted first.
- Programming in the tool will not allow the storage of multiple months of data.
- Again, it will only allow temporary storage of crisis data for the month you are currently working on.

Work Flow

- The vision of the flow of work when using this tool is to basically go this way:
 - A crisis agency enters crisis data into their own system the way they do it now.
 - When a month is completed, the agency produces a spreadsheet from their own system with the information needed to enter crisis data into the tool.
 - A data person enters the crisis data from the spreadsheet into the tool.
 - Using the click buttons on the tool, a spreadsheet is created using the crisis data stored in the tool.
 - The spreadsheet created will already be named using the Crisis Spreadsheet Naming Convention.
 - The Spreadsheet is then FTP'd to SAMHS.

New Method vs Old Method

- **SAME** - Crisis data is collected and entered into an agency's system by paper or directly into the computer.
- **SAME** – The spreadsheet of the crisis data is produced from the agency's system.
- **Different** – The spreadsheet crisis data is entered into the Crisis Data tool, and a spreadsheet of the data is produced by the tool by clicking on a button.

Time Concerns

- The process of entering data into the tool will take a little longer than an agency producing a spreadsheet using their own system.
- However, every agency had to have a data person proofing crisis spreadsheets each month before sending them to SAMHS. That takes time.
- The time that it takes to proof a spreadsheet is incorporated into using the tool.

Time Concerns

- So using the tool doesn't mean all new additional time to use it. Additional time will be the difference between the time it takes currently to proof the agency produced spreadsheet, and the time it takes to enter this same spreadsheet data into the tool.
- An estimate of the additional time to complete this process is about 50% of the time spent now.