

STAR-QI FAQ's Issue 2

This fact sheet is intended for all OASAS providers currently using the STAR-QI data collection system in New York. This handout will cover:

1. Exporting data to EXCEL.
2. Questions About STAR-QI Functions
3. Data Entry Issues

Exporting Data to EXCEL

Why Export Data?

STAR-QI reports enable providers to track the impact of change projects on 35 access and retention measures on a weekly and monthly basis.

STAR-QI also enables providers to obtain additional reports or 'snapshots' that can increase understanding of their service systems, or the impacts on subpopulations of clients, by exporting raw data to EXCEL for further analysis.

Here are some ways this data can be useful:

1. Export data collected in flex items, e.g. clients referred by a specific source(s), to see the impact of specific changes on subsets of clients;
2. Review exported data against NYS OASAS' Client Data System Data (CDS) as a quality assurance check for data entry accuracy;
3. Some providers have found it helpful to use exported spreadsheets as an alternative to the feeder form. They print out data from EXCEL and then add updates to the spreadsheet by hand to increase the accuracy of data collection.

How else have you used EXCEL to analyze STAR-QI data? Let us know so we can share your experiences with others.

How do you export data to Excel?

1. Conduct a search using STAR-QI Episode Search for any time period or data item you wish.

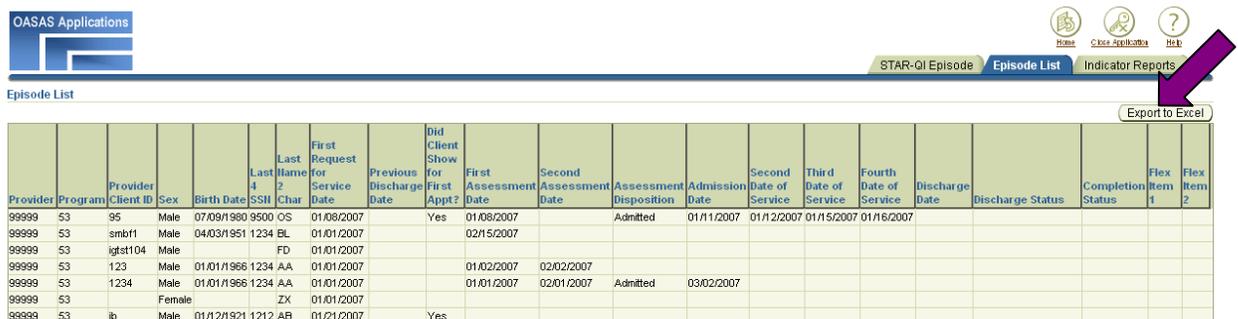


2. If you wish to export all of your data, hit “find” (lower left hand corner) on the search page with no search criteria entered.
3. Select the “Episode List” tab in the upper right hand corner.

Data will then be shown based on the search criteria entered. You can look through these records by scrolling or paging down.



4. Sort your data by right clicking on the green shaded column heading of interest.
5. To export this data to Excel, click the button labeled “Export to Excel” on the right side of the screen.



6. Select “save” and navigate to a place on your computer that you would like to save the file to. Rename the file to something you will remember. Click **save**. You can now open this spreadsheet on your own computer and edit or work with your data as you choose.

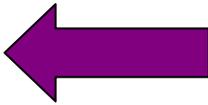
Why does STAR-QI offer the EXCEL feature?

OASAS staff asked providers to tell us what they wanted the STAR-QI web application to be able to do when it was first designed. This feature was one of the recommendations we received.

Questions About STAR-QI Functions

When you have questions about any function in STAR-QI, you can always refer to the user guide and data glossary listed under the User Guides tab on the OASAS Apps webpage <https://apps.oasas.ny.gov>, or call Dawn!

CDS Documentation	
Forms and Instructions	User Guides
Client Data System	
Crisis Episode User Guide	Methadone Annual Status User Guide
Admission User Guide	Assessment User Guide
Transfer User Guide	Waiting List User Guide
Discharge User Guide	Client Management User Guide
CDS Reports User Guide	CDS Batch Process Instructions ^{^^} Revised^{^^}
STAR-QI	
STAR-QI User Guide	
STAR-QI Indicator Definitions	
STAR-QI Data Items Glossary	
STAR-QI Feeder Form	



Data Entry Challenges

Data collection and entry requirements for STAR-QI can sometimes be difficult to manage. Here are some **strategies** that have helped other providers address data entry problems.

1. Having an efficient **PROCESS** or **SYSTEM** in place to collect and enter the data in STAR-QI on the front end is essential to use of STAR-QI. To check your system flow, try doing a STAR-QI **Walk-Through**.



STAR-QI Walk-Through

Ask your change team to actually walk through the steps it takes to both **collect** and **enter** each data item required for STAR-QI.

- ✓ Do you see any ways to streamline the process?
- ✓ Is there any obvious duplication of work?
- ✓ Can more people help with the process to assist the Data Coordinator?
- ✓ Working as a team, adapt your **SYSTEM** or **PROCESS** to collect and enter data efficiently

2. **Cross train** other staff in the agency to provide backup for collecting and entering data in STAR-QI. This will help prevent backlogs when your DC is out of the office or moves on to new assignments.

3. Locate a **feeder form** in a central place and have it updated by counselors & administrative staff to aid the data collection process.

4. Make multiple copies of the **feeder form** and attach one to client charts. Counselors give updated forms to the DC to enter as they complete sessions with clients.

5. Discuss data challenges at your team meeting. The importance of timely entry to support assessment of change projects will reinforce everyone submitting data quickly.

“I have been participating in the NIATx study since July 2 2007 and we are thoroughly enjoying the whole process from data entry to report analysis. The data entry is very user friendly and the feature to export to a excel spread sheet is a great feature. We are just starting to use the report function and it is as if the "lights" went on. This electronic data collection and report writing is something we have wanted for a long time and we are motivated to use it to the maximum.” – Richard Caruso, Park Ridge Chemical Dependency.

Are there **other strategies** you have found to be helpful that can be shared with your peers?

Feedback is welcome – Contact:

Dawn Lambert-Wacey at 518-485-2116 or Dawn.Lambert-Wacey@oasas.ny.gov or STARQIHelp@oasas.ny.gov with any comments, questions, or suggestions.