DATA Submission Best Practices - May 2024

DATA FORMS

Each month please upload the 2-3 Excel spreadsheets - patient enrollment, individual patient visits and/or group visits (BOTH delivery forms if you are doing BOTH). These cannot be PDFs, *only spreadsheets please* - we need use excel to create a project data set. **Please do not combine the Enrollment data and the Delivery data into one Excel document.**

For the sake of data abstraction across 30 practices and many months and patients, we ask that you not alter the spreadsheet formats and that you use the dropdown boxes (noted by the tiny triangle in the cell) where we have provided those. If you have concerns/ideas/needs, please ask.

On the original **Delivery DATA Sheets there are 2 tabs,** so please be sure to include the information on your patients requested on both tabs. The data team is anticipating these spreadsheets will include cumulative, running data entries but this is not required for submission. It will be important for you to retain a cumulative data set and we may need access to that later. Some practices are adding patients on a chronological (date of visit sequence) basis, others are separating Delivery data by patient or group ID and adding visits as they occur for that entity. Both are acceptable formats.

The data team has created **Delivery DATA Sheets V2.0** that present a few more examples and include all of the collected information on a single tab. You may continue to use the initial version, or may switch to V2.0 if that is easier for you.

- [HOPE Patient Enrollment DATA Sheet](#)

    AND, depending on how you are delivering IBT in your practice:

- [HOPE Group Patient Visits and Intervention Delivery DATA Sheet](#)
- HOPE Group Patient Visits and Intervention Delivery DATA Sheet V2.0 (coming to website soon)

    AND/OR

- [HOPE Individual Patient Visits and Intervention Delivery DATA Sheet](#)
- HOPE Individual Patient Visits and Intervention Delivery DATA Sheet V2.0 (coming to the website soon)

In the Enrollment data, please include those patients to whom HOPE was offered, but did not agree to participate or were still considering. These three options are dropdowns in this column. These non-

participating patients should also be given a Patient ID and, if they join later, that same ID should be used (e.g. when you add a line to add a Yes patient who was formerly Considering.)

ACCEPTED?

Yes
Considering
No

DATA CONSISTENCY

You will need to keep the Patient/Study ID consistent for the same patient as he/she appears on the Enrollment, Individual, and Group Data Delivery Submissions! The preferred numbering system is below (001, 002, etc.) but this is not critical.

PATIENT ID

001
002 Considering
003
004
002 Accepted (at a later visit)

PATIENT DATA PRIVACY

Please be sure to maintain your master spreadsheet. Each month you will rename the files being submitted, and then *remove your patient names and MRN IDs* for their privacy and rename. Do not hide columns as that still transfers protected patient data to our team.

DATA SHEET ACCURACY

We are requesting, to ensure *your* data connects to *your* patients and appropriate practice, that you please use the following naming convention:

HOPE.Enrollment.YourPracticeName.MonthYear (this is the month in which patients were enrolled ore receiving services, not the month in which you are uploading the form).

For example, by April 8 of 2024, a practice doing group visits would submit two files named like this:

HOPE.Enrollment.PrimaryCareClinic.March2024

HOPE.Delivery.Group.PrimaryCareClinic.March2024

Questions? Ideas? Need a zoom meeting? Contact your practice facilitator. We appreciate you and the learning we are doing together!!