

STEPS FOR CHECKING YOUR QUARTERLY TF-CBT DATA

Completing the checklist below can help to ensure your TF-CBT data, captured in the Agency Data Tool, is complete and accurate.

This checklist applies to the 2017 versions of the Data Tools (Version 1.1 of the Clinical Data Tool and Version 1.2 of the Agency Data Tool)



1. Before copying clinical data from the Clinical Data Tool into the Agency Data Tool, check the following in each therapist's Clinical Data Tool:

- Has the therapist completed the Clinician Summary tab with up-to-date information about progress toward certification?

2. Review the Data Table tab in each Clinical Data Tool. If you find an error, have the therapist correct the data in the Client Tab and resend the spreadsheet to you, so that you are both working from the same corrected version going forward.

- A. Scan the dates: Start Date and End Date (Rows 4 and 6).
 - Are dates entered and correct?
 - Remember that Start Date is the date *TF-CBT* began. Start Dates that are prior to the therapist's training or 1-2 years before the grant began should be looked into.
- B. Check discharge data. For all cases with an End Date in Row 6:
 - Is Closure Status indicated in Row 8? All cases with an End Date need a Closure Status.
 - Is there a post-treatment CPSS (Rows 58-87)?
- C. Review CPSS data.
 - Does each client have a pre-treatment CPSS (Rows 27-56)?
 - Do all youth with post-treatment CPSS (Rows 58-87) have an End Date (Row 6) and Closure Status (Row 8)?
 - Look for clients with ages 6 and under when treatment began (Row 9). CPSS data should be blank. (View [Data Collection with Young Trauma Clients](#) for more information. If client age is not displaying Data Table, date of birth is missing or formatted incorrectly.)

- D. Scroll down to Row 163, which gives the Total # of Sessions so far.
- If Row 163 shows 0 for any client, go to the Client Tab for that youth - is Clinician forgetting to enter dates in the Brief Practice Checklist?

3. After all clinical data has been copied into the Agency Data Tool:

- A. Open the Process PM tab in the Agency Data Tool.
- Are Rows 8 through 11 completed for every quarter so far? Don't leave any blank cells for the existing or previous quarters – enter 0 if there is no data.
 - In Rows 8 and 9, have you only included therapists who actually *attended* the 2-Day training or achieved certification *during* the quarter?
 - Have you included relevant information in the Comments section? This is a place to include notes regarding missing data, changes in staffing, or therapist involvement in Advanced Training which isn't captured elsewhere in the Tool.
- B. Open the Clinician Tracking tab in the Agency Data Tool.
- Are all relevant dates entered?
 - Use this as an opportunity to scan the % of Consultation Calls Attended (Column F). Anything below 75% warrants follow up with the clinician, because it may prevent the therapist from being eligible for certification.

The EPISCenter is happy to review your TF-CBT Agency Data Tool before it is submitted in Egrants each quarter. Send a copy of your Agency Data Tool to your EPISCenter Contact shortly after the quarter ends. You'll be provided feedback / corrections, which should be made prior to uploading your Agency Data Tool into Egrants.



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