

Reports 101 - Using the TAM-R Reports

We will focus on providing you with an opportunity to ask questions and see how to navigate the reports on the website so you can explore on your own. The most important points will be covered here. It is important that you review and become familiar with the FAQs, as many procedures and questions that you may have are included there. You can find them on the homepage of www.mstinstitute.org.

Objectives of the Demonstration:

Today, we will go over the following -

- Monitoring Therapist Adherence
 - TAM-R List Report
 - MST TAM-R Item Report
 - Selected TAM-R Form Score Summary
 - TAM-R Adherence Scores Summarized by Therapist
 - TAM-R Adherence Scores Summarized by Supervisor
 - MST Therapist Adherence Report
 - TAM-R Monitoring Report
 - TAM-R Schedule Report

Please go to www.mstinstitute.org and click on "**Logon to Enhanced Demonstration Website**" and print off the Demonstration Login Instruction page prior to the demonstration.

For today's training, we will be logging in as a System Manager and looking at the menus and reports available to that user.

Log in as a Organization System Manager on the DEMO site:

<https://www.msti.org/demo/Index.asp>

Organization System Manager login: osm1/osm1

Before we begin, please take a minute to review the standard report menu in yellow on bottom half of the www.msti.org main menu page below. Standard reports are different from list reports which are summaries of raw data. Standard reports are canned/standard formats for reports providing summaries of the data of interest and are generated by choosing "Select Report" next to the desired item on the menu.

Screenshot #1:

This section names all of the standard reports available to you

This provides a brief description of the reports.

Click on this button to select the report.

Reports	Description	Select Report
MST Case Discharge Summary Report	List all cases discharged within the report period.	Select Report
MST Caseload Report	List all cases enrolled before [Report_Start_Date] and not discharged by [Report_End_Date] by therapist.	Select Report
MST Census Report	List all cases prior to [Report_Start_Date], number of cases enrolled and discharged within the report period and number of open cases at the [Report_End_Date].	Select Report
MST PIDR Summary Report	Summary of program, adherence and outcome data.	Select Report
Program Drift Monitoring Report	List all items indicating program drift and the reasons for the drift.	Select Report
Program Implementation Data Report	Summary of program, adherence and outcome data.	Select Report
Selected TAM-R Form Score Summary	List mean and standard deviation of all TAM adherence factor scores for selected TAM forms.	Select Report
TAM-R Adherence Scores Summarized By Organization	List number of TAM forms collected during the report period and the 6 score mean values of these forms group by Organization.	Select Report

Once a report is selected from the standard report menu, the system will always take you to the **Select Records** screen. The **Select Records** screen allows the user to specify the form, organization, team, research group, etc. he or she wants to report on. Furthermore, the **Select Records** screen enables the user to run a report on a certain period of time.

Screenshot #2

Select Record

User: Organization System Manager (BASE) Home Logout Help

Action: Select Records

Form: Case Enrollment Form

Please Specify Record Selection Criteria

Case ID:	<input type="text"/>
Organization:	TEST123
Team:	ALL OPTIONS
Research Group:	ALL OPTIONS
Supervisor:	ALL OPTIONS
Consultant/System Supervisor:	ALL OPTIONS
Therapist:	ALL OPTIONS

Notice that some of the information may be already selected on the **Select Records** screen. This is based on the login code. However, if there are multiple teams, supervisors, or therapists for this organization (*see the drop down list*) you may prefer to select one in certain fields depending on the type of report you are attempting to run. Some of the drop down menus may only allow one or certain selections. This would reflect that there is only information in the database for these selections.

The Research Group drop down can be left with the default value of "ALL OPTIONS" unless your organization wants to be able to run a report on a certain group that has been pre-selected. Then you would select the letter from the drop down that symbolizes the particular group you want to run a report on.

Standard Reports do not allow one to sort the order of information on the reports because these reports are "canned" and are produced in a standard way. Therefore, the sorting functions (e.g., "Sort By") are not functional for the standard reports. The date range at the bottom of the **Select Records** screen is required to customize a report.

Monitoring Therapist Adherence

The Therapist Adherence Measure (TAM-R) is a standardized measure that evaluates a therapist's adherence to the MST model as reported by the primary caregiver of the family. The TAM-R is based on the nine treatment principles of MST and is an indicator of therapist adherence shown in several randomized trials to predict youth outcomes.

The TAM-R reports can be generated to span any time period, including both time periods when the previous version of the TAM was being used and when the TAM-R is used. Information about the TAM-R and how scores are generated is included in the [Guidelines for TAM-R Interpretation](#) document which can be found through the www.mstinstitute.org web page.

Run a TAM-R List Report

To run this report:

- Click on the radio button under "List-View-Report" for **TAM-R Form**
- On the **Select Records** screen, select the team, supervisor, or therapist of interest
- If desired, in the middle section of the **Select Records** screen enter the dates of interest in the Date Form Completed fields (these are different fields from standard reports and are not required)
- Click "Continue"

The **TAM-R List Report**, which therapists **DO NOT** have access to, provides a list of each TAM-R collected for the selected team, supervisor, or therapist during the date range provided in the **Select Records** screen. It is important to remember that any TAM-R report that identifies the family should not be shared with the therapist. Therapists do not have access in order to protect the confidentiality of the family's report. Only average TAM-R scores should be shared with the therapist. This report is very helpful in monitoring the accuracy of the data (e.g., ensuring that duplicate records aren't entered). Some of the data elements included in the list include the TAM-R form ID, the case ID, the Adherence Score, number of sessions in the last week, and if there were no sessions in the last week, the date of last session. The adherence score will range from 0 to 1.00, with a score of 1.00 representing the highest level of adherence. A threshold score of .61 is displayed to indicate the minimum level at which a therapist can be considered adherent to the treatment model.

To reveal the specifics of a particular TAM-R, click on the number in the left column and the complete TAM-R form will open. The **TAM-R List Report** is useful as a way to look for patterns in the TAM-R scores, e.g., a particular family that has scores far below the threshold score (≥ 0.61). For example, if the first TAM-R collected for a family shows scores far below the threshold, a supervisor might consider observing a therapist's session to identify contributors to low adherence with that therapist and family.

With the results from 12-18 administrations of the TAM-R across families for an individual therapist, the MST supervisor will be able to detect trends in adherence to the treatment model. Patterns of results indicating low or high adherence on particular items can be used to formulate objectives to improve a therapist's performance in these areas.

At boosters, the MST expert and MST supervisor will review TAM-R list and/or **TAM-R Summary Reports** (below). At the MST expert's and supervisor's discretion, aggregated results may be shared and discussed with clinicians at the booster or at another time. This process should permit discussion of the therapist's strengths and struggles, and contribute to the development of a plan for targeting areas for improvement in the coming months (with specific goals and timeframes attached). The therapist's progress in overcoming struggles would be assessed by future administrations of the TAM-R.

Run the MST TAM-R Item Report

To run this report:

- On the TAM-R List Report you will see a row for each TAM-R collected that meets the criteria selected, click on the button at the right of the individual TAM-R administration of interest

The **MST TAM-R Item Report** provides a report on an individual TAM-R interview and includes the Adherence Score for this interview, the Threshold Score ($\geq .61$), and lists each item (arranged by level of difficulty) and whether or not each item is adherent. A single adherence score is generated for each interview. The adherence score will range from 0 to 1.00, with a score of 1.00 representing the highest level of adherence with a threshold score of .61. An item is considered adherent if it is scored as a 5 (i.e., the response of "very much"). This report should be reviewed for those TAM-R interviews in question, by the consultant/system supervisor and MST supervisor at boosters, or with greater frequency.

There are five summary reports that can be used to generate aggregate TAM-R scores. Reports generated at the organization or team level are appropriate for reporting to stakeholders while therapist level reports are useful in development planning. The TAM-R Form Score Summary report allows the user to select a specific set of TAM-R interviews on which to calculate the relevant adherence indicators. For example, a score can be generated for a single therapist for a specific time period.

The other four TAM-R Summary Reports allow the user to display multiple adherence indicators in a single report as indicated below:

- **TAM-R Adherence Scores Summarized By Organization** : Can generate scores for multiple organizations that the user has access to. For example, an MST expert may have teams in several organizations and has a need to look at the adherence indicators summarized within each organization.
- **TAM-R Adherence Scores Summarized By Team** : This report will display the adherence indicators for all teams within a Network (for network users), within an MST experts workload (for expert users), within a selected Organization, or within a supervisor.
- **TAM-R Adherence Scores Summarized By Supervisor** : Similar to the summary by team, this report will display the adherence indicators for all supervisors within the selected variables.
- **TAM-R Adherence Scores Summarized By Therapist** : Similar to the other reports, this report will display the adherence indicators for all therapists within the selected variables.

Run Selected TAM-R Form Score Summary

To run this report:

- Click on **Selected TAM-R Form Score Summary** in the Standard Report Menu
- On the **Select Records** screen, enter the TAM-R number or select the team, supervisor, or therapist of interest
- At the bottom of the **Select Records** screen, enter the dates of interest in the Summary Report Covering Period fields
- Click "Continue"

The **Selected TAM-R Form Score Summary** lists the Threshold Score, Overall Average Adherence Score, Lowest Adherence Score, Highest Adherence Score, and Percent of Families Reporting Adherence for selected TAM-Rs within the report period. The overall average adherence score is calculated by first averaging all ratings for a particular youth and then averaging the youth scores to obtain an overall mean score. The column "N

Complete TAM-R" displays the number of records selected and the column "N Youth" displays the number of youth average scores used to calculate the overall average adherence score. Percent of families reporting adherence is the percent of youth with an average adherence score above threshold. This score provides a measure of consistency of therapist adherence across different cases. This report is helpful in evaluating overall TAM-R scores for a specific team, supervisor, or therapist and can be run for specific periods of time in order to assess change over time.

Run the TAM-R Adherence Scores Summarized by Organization, Team, Supervisor or Therapist Reports

To run these reports:

- Click on **desired report** in the Standard Report Menu
- On the **Select Records** screen, select the therapist of interest
- At the bottom of the **Select Records** screen, enter the dates of interest in the Summary Report Covering Period fields
- Click "Continue"

The same adherence indicators will be displayed as they are in the TAM-R Form Score Summary. It will be important for the user to become familiar with each of the reports so he/she will know which one will be able to provide the desired information in the most efficient way.

Run the MST Therapist Adherence Report

To run this report:

- Click on **MST Therapist Adherence Report** in the Standard Report Menu.
- The report will be displayed. Select the team of interest from the drop-down menu.
- On the right a list of **all** active therapists will be displayed. Uncheck any therapists that are to **not** be included in the report.
- On the right, enter dates for the report in the appropriate fields. The default setting is the last month based on today's date.
- Click "change report"
- To run a different report, select the new team, therapists and dates and click "change report"

The **MST Therapist Adherence Report** provides information on the TAM-R for a specific team, specific therapists, and specific periods of time. Included in the report are the number of TAM-Rs, the number of youth with at least one TAM-R, the average Adherence Score, the lowest Adherence Score, the highest Adherence Score, and the percent of youth with average therapist adherence score above threshold for each therapist selected within the report period. Also, all items of the TAM-R are listed according to level of difficulty with the average level of adherence reported (which ranges from "never" to "always") for each of those items per therapist. This report provides a measure of consistency of therapist adherence for each therapist on the team.

Definition of level of adherence reported: The percentage indicates the percent of interviews where the item was rated adherent.

Never = 0%

Sometimes = >25 to 50%

Almost Always = >75 to <100%

Rarely = >0 to 25%

Most of the Time = >50 to 75%

Always = 100%

Run the TAM-R Monitoring Report

To run this report:

- Click on **TAM-R Monitoring Report** in the Standard Report Menu
- On the **Select Records** screen, select the team, supervisor, or therapist of interest
- At the bottom of the **Select Records** screen, enter the dates of interest in the Summary Report Covering Period fields. These dates must be from the past for the report to work correctly
- Click "Continue"

The **TAM-R Monitoring Report** is designed to look back and monitor past TAM-R data. This means that the date range used should be in the past and the user could run the report through the current date, but should not be running it for dates in the future. To look at TAM-Rs due in the future, users should use the TAM-R Schedule report.

The report first displays a table with the total number of due, completed, and eligible TAM-Rs collected per case within the specified date range. Then a team summary is provided that includes the percentage of completed forms versus the number of forms due and the percentage of eligible forms versus the number of forms due. The requested data is grouped first by team and then summarized for the organization.

All cases must meet the following criteria to be included in the report:

1. The Date of First Visit must be entered on the Case Enrollment Form.
2. The Discharge Date must be ON or AFTER the Report's Start Date.
3. The Case Enrollment Form must NOT be deleted.

"Due" TAM-Rs are calculated when ALL of the following criteria is satisfied/met/ matched:

1. The form's collection window **ends** ON or AFTER the Report's Start Date.
2. The form's collection window **starts** ON or BEFORE the Report's End Date.
3. If a form was collected within the collection window, the form must also be completed within the report's start and end dates.

"Completed" TAM-Rs are calculated when ALL of the following criteria is satisfied/met/matched:

1. The form has NOT been deleted.
2. The form was completed within the Report's Start and End Dates.

"Collected in Window" TAM-Rs are calculated when ALL of the following criteria is satisfied/met/matched:

1. The form has NOT been deleted.
2. The form was completed within a collection window.
3. The form was completed within the reporting period.
4. The form is the first form completed within a collection window where multiple forms have been submitted for a collection window.

This report helps TAM-R administrators and supervisors track ongoing TAM-R collection, and identify families with no or few TAM-Rs completed and can be used by MST experts to assess how often TAM-Rs are being collected for past and current cases. The TAM-R Monitoring Report lists the cases along with the name and phone number of the caregiver and the assigned therapist. Since this report is looking at TAM-Rs collected **by case**, the collection percentages might not agree with other reports tracking data collection using different formulas. This report provides the most accurate calculation of data collection.

If this report provides evidence that TAM-Rs have not been collected regularly for a particular case, the MST expert and Supervisor should investigate why this is the case. If TAM-Rs have been collected infrequently for most or all cases belonging to a particular therapist, the MST expert and Supervisor should review the challenges in collecting TAM-Rs for this therapist's families and develop strategies to address the issue. If TAM-Rs have not been collected on a consistent basis for an entire team, the MST expert should work with the Supervisor to develop strategies to address the challenges identified through an analysis of fit.

Run the TAM-R Schedule Report

To run this report:

- Click on **TAM-R Schedule Report** in the Standard Report Menu
- On the **Select Records** screen, select the team, supervisor, or therapist of interest
- At the bottom of the **Select Records** screen, enter the dates of interest in the Summary Report Covering Period fields. Enter a range for which TAM-Rs are due in the future (e.g., enter today's date for the begin date and 30 days following today's date as the end date)
- Click "Continue"

The **TAM-R Schedule Report**, for all open cases, lists when next TAM-R is scheduled (due date), when the last TAM-R was completed, the number of TAM-Rs completed for each family during the report period as indicated by the Summary Report Dates. The TAM-R schedule is set according to "The Date of First Visit". The first TAM-R is due two weeks after the first visit date and then is set for every month after that. If the "Date of First Visit" field is left blank in the case enrollment form, the case will not be included in the report. This report also provides enrollment notes for each case to help those collecting TAM-Rs by supplying details such as when the family is most available. This report helps TAM-R administrators plan TAM-R collection and also helps the supervisor track ongoing TAM-R collection, and identify families with no or few TAM-Rs completed.

This report is typically used by teams to assist with their scheduling of collecting TAM-Rs for the coming month. If a time period less than a month is selected, the report will only display those cases with a TAM-R due date within the report period. The TAM-R Schedule Report lists the cases due for an interview along with the name and phone number of the caregiver and the assigned therapist. If the data have been entered accurately and the report is run for the subsequent 30 days, there should be a case on the report that corresponds to each weekly summary.

Other Report Options

All users have access to **List Reports**, which are views of the raw data in the different forms (e.g., case enrollment form, TAM-R form). The List Reports are accessed from the right column of the **Main Menu**.

Reports that are helpful in monitoring caseloads, outcomes, and program performance (such as the **Program Implementation Data Report** and the **Program Drift Monitoring Report**) will be covered in another online training, "**Reports II - Using Program Management Reports**".

Please get on the demo site at anytime and explore on your own.

The Enhanced Web Site **Frequently Asked Questions** can be found at <http://www.mstinstitute.org/FAQs>. Please review and save them for future reference, as they are the most common questions pertaining to the site.