



# LAUSD Wellness Center Data Collection Guidelines

## Guidelines

Each LAUSD Wellness Center is required to submit aggregate data to LAUSD on a monthly basis during 2013, beginning with the official opening of the Wellness Center. This data will be used to analyze activity occurring at the Wellness Centers and will be included in a data dashboard that will show the information for each Wellness Center and a comparison across Wellness Centers.

## Instructions:

The updated data set requested includes the data elements listed below:

- Month
  - Total Number of Encounters
  - Encounters by Patient Type
  - Encounters by Gender
  - Encounters by Age Range
  - Encounters by Primary Service Type
- Student Engagement:
- Student Advisory Board
  - Number of Students on Board
  - Number of Meetings
  - Number of Outreach Events
  - Number of Students Reached

The data definitions are listed in the “Data Definition” section of this document. It is anticipated that more data elements will be added in the future.

A Microsoft Excel Spreadsheet entitled “Wellness Center Encounter Data” is provided to each Wellness Center to record the monthly data. The Wellness Center will submit the data to LAUSD on the 25<sup>th</sup> of each month for the prior calendar month. (NOTE: This process will change upon implementation of the Wellness Center Dashboards, after which Wellness Center staff will be required to enter data directly into the Dashboard system).

There are a few options for collecting the data throughout the month:

- **Information Technology Option:** Ideally, the Wellness Center information technology system (a Practice Management System or Electronic Health Record System) can be used to collect the information throughout the month. A report can be run at the end of the month that would include all of necessary data. Aggregate totals can then be entered into the “Wellness Center Encounter Data” spreadsheet.
- **Spreadsheet Option:** A spreadsheet can be used throughout the month to collect the data on each encounter. Aggregate totals can then be entered into the “Wellness Center Encounter Data” spread sheet.
- **Manual (Paper) Tally Sheet Option:** A manual (paper) tally sheet can be used throughout the month to collect the data on each encounter. Aggregate totals can then be entered into the “Wellness Center Encounter Data” spreadsheet.

## Data Definitions

Data Element	Definition	Information Technology Considerations
Month	Calendar Month being reported	Run reports by date range, beginning on the first calendar date through the end of the last calendar day. If encounter information is not entered into the computer system in real time, ensure that all encounters for the calendar month have been entered prior to running the report.
Total # of Encounters	Number of visits where there was direct personal contact between the patient and a licensed professional. Each patient can only have one encounter per day per primary service.	Include all “billable” encounters. Generally, encounters are defined in information systems as billable visits. Determine how visits are classified in the Practice Management System. Make sure to only include visits that meet the “encounter” definition.
Encounter by Patient Type	<p><b>Number of School Patient Encounters:</b> Count of encounters for students at the school where the Wellness Center is located</p> <p><b>Number of Non-School Patient Encounters:</b> Count of encounters for all patients that are not students at the school where the Wellness Center is located</p>	Determine if the computer system has a field to capture whether or not the patient is a student at the school where the Wellness Center is located. If so, include this field in the report. If not, many systems have user-defined fields that can be utilized for this purpose. An alternative is to record this
<ul style="list-style-type: none"> <li>• School Patient Encounters</li> <li>• Non-School Patient Encounters</li> </ul>		

Data Element	Definition	Information Technology Considerations
	<b>CHECK: # of School Patient Encounters + # of Non-School Patient Encounters = Total # of Encounters</b>	information in an “employer” field or other field that can be used for reporting purposes.
Encounter by Gender <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>	<b>Male:</b> Number of patients that identify as male	Include gender in the report.
	<b>Female:</b> Number of patients that identify as female	
	<b>CHECK: Total # of Female Patients + Total # of Male Patients = Total # of Encounters</b>	
Encounter by Age Range <ul style="list-style-type: none"> <li>• 0-5</li> <li>• 6-9</li> <li>• 10-14</li> <li>• 15-19</li> <li>• 20+</li> </ul>	<b>0-5:</b> Count of patients that are between 0 and 5 years (inclusive) of age at the time of the encounter	Determine if the system report writer is capable of user-defined age groupings. If so, the report can be run with the defined groupings. An alternative is to run the report with the age information, then sort and subtotal by age. A manual count would then need done to properly classify the encounter by age range.
	<b>6-9:</b> Count of patients that are between 6 and 9 years (inclusive) of age at the time of the encounter	
	<b>10-14:</b> Count of patients that are between 10 and 14 years (inclusive) of age at the time of the encounter	
	<b>15-19:</b> Count of patients that are between 15 and 19 years (inclusive) of age at the time of the encounter	
	<b>20+:</b> Count of patients 20 years or older at the time of the encounter	
	<b>CHECK: Total # of all Age Groups = Total # of Encounters</b>	
Encounters by Primary Service <ul style="list-style-type: none"> <li>• Mental Health</li> <li>• Medical</li> <li>• Dental</li> <li>• Other</li> </ul>	<b>Mental Health:</b> Number of encounters attributable to Mental Health Providers.	Determine if the system classifies provider by provider type. If so, the report can be run with the defined groupings. An alternative is to run the report by provider. A manual count would then need to be done to properly classify the encounter by primary service.
	<b>Medical:</b> Number of encounters attributable to Medical Providers.	
	<b>Dental:</b> Number of encounters attributable to Dental Providers.	
	<b>Other:</b> Number of encounters attributable to Other Providers. For each “other” provider, describe the other provider (e.g. Nutritionist, Health Educator, Case Manager, etc.)	
	<b>CHECK: Total # of Encounters of all Primary Services = Total # of Encounters</b>	
Student Engagement: <ul style="list-style-type: none"> <li>• Student Advisory Board</li> </ul>	Student Advisory Board: Response Yes/No. Confirmation of a student advisory board or other student leadership group dedicated to	Not applicable

Data Element	Definition	Information Technology Considerations
<ul style="list-style-type: none"> <li>• # Students on Board</li> <li>• # Meetings</li> <li>• # Outreach Events</li> <li>• # Students Reached</li> </ul>	support/represent Wellness Center	
	# Students on Board: Number of members in student advisory board/leadership team	Manual Count
	# Meetings: Number of times student advisory board/leadership team met	Spreadsheet or manual count from sign-in sheets
	# Outreach Events: Number of outreach events and activities conducted by student advisory board/leadership team	Spreadsheet or manual count
	# Students Reached: Number of students reached through outreach events/activities	Spreadsheet or manual count from sign-in sheets