



TEXAS BUILDING BRIDGES DATA TRACKING WORKSHEET

Description and Instructions

This worksheet is intended to assist residential providers in developing a data-driven, quality improvement approach to their organizational change efforts. Change activities can be monitored and adjusted as organizations define the expected results of the change strategies and monitor them regularly.

Organizations will identify the goals and objectives of their BBI change efforts. These goals and objectives should be used to identify the process or outcome measures that will be the focus of their change efforts. Organizations are not be expected to measure and track all of these indicators. Rather, they would select the few measures that most closely align with their expected impacts or develop one or more measures to track on the following worksheet.

The **Data Tracking Worksheet** should be completed every two months, and the implementation team should use the findings to determine areas for improvement. The data elements included on the worksheet can be captured in an electronic health record to allow data to be tracked and compared over time.

Terminology

Permanency plan: A plan that focuses on achieving family support for children living in an institution by finding them a permanent living arrangement that includes an enduring and nurturing parental relationship.

Restraint: any manual method or device used to restrict freedom of movement, not including devices used for medical or support purposes.

Seclusion: Involuntary confinement to a room or area from which a child or adolescent is physically prevented from leaving.

Service encounter: a face-to-face or telehealth contact of 15 minutes or more intended to assess, maintain or improve the mental health of the young person or the functioning of their identified family.



Today's date: _____

Two-month reporting period (DD/MM/YY to DD/MM/YY): _____

Name of organization: _____

Name of person completing worksheet: _____

Process Measures:

	Measure	Numerator	Denominator	%
1	Staff Training (all staff)	Number of staff members employed for more than 30 days who have been trained in the best practice approach Training: _____	Number of staff members employed for more than 30 days	
2	Staff Training (specialty training)	Number of staff members in identified role (e.g., clinicians) employed for more than 30 days who have been trained in the best practice approach Training: _____	Number of staff members in the identified role employed for more than 30 days	
3	Permanency Plan	Number of children or youth in residence for more than 30 days who have a written permanency plan identifying a permanent parental relationship with strategies for maintaining or strengthening engagement	Number of children or youth in residence for more than 30 days during the reporting period	



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4	Family participation in therapy	Number of children or youth who had a family member or identified adult support person participate at least bi-weekly in therapy (in person or by technology)		Number of children or youth in residence during the reporting period		
5	Regular time with family members	Number of children or youth who spent 30 minutes or more in free time (non-therapy) with a family member or identified adult support person each week during the reporting period		Number of children or youth in residence during the reporting period		
6	Workforce diversity	<i>(Based on the identified need to increase representation from one or more under-represented populations)</i> Number of employed staff members from the under-represented population.		Number of employed staff members		
7	Child and family teams	Number of children or youth in residence for more than 30 days who have a child and family team that includes at least one natural support person from the child's extended family or home community.		Number of children or youth in residence for more than 30 days during the reporting period		
8	Weekly involvement in home community	Number of children or youth in residence with time spent each week of the reporting period in their home or home community (with or without staff support)		Number of children or youth in residence for the reporting period		
9	Family peer support	Number of children or youth in residence for more than 30 days whose family has had one or more contacts with a family peer support provider (either paid or volunteer)		Number of children or youth in residence for more than 30 days during the reporting period		



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10	Youth peer support	Number of children or youth in residence for more than 30 days who have had at least weekly contact with a youth/young adult peer support provider (either paid or volunteer)		Number of children or youth in residence for more than 30 days during the reporting period		
11	Youth advisory council	Number of youth who are active members of a youth leadership body, which has a formal role within the organization, such as a youth advisory council or board		Number of children or youth in residence for the reporting period		
12	Post residential support	Number of youth discharged between 12 and 15 months previously who received three or more service encounters from the organization during the 12 months post discharge		Number of youth discharged between 12 and 15 months prior to the reporting period		
13	Restraint incidences	Number of restraint incidences within reporting period multiplied by 100		Number of children or youth in residence for the reporting period		<u>Rate per 100 youth</u>
14	Seclusion incidences	Number of incidences of seclusion within reporting period multiplied by 100		Number of children or youth in residence for the reporting period		<u>Rate per 100 youth</u>
15	Youth absences from site without permission	Number of incidences of youth absences or leaving grounds without permission during reporting period multiplied by 100		Number of children or youth in residence for the reporting period		<u>Rate per 100 youth</u>
16	Youth injuries	Number of incidences of youth injuries during the reporting period multiplied by 100		Number of children or youth in residence for the reporting period		<u>Rate per 100 youth</u>



17	Staff injuries	Number of incidences of youth or staff injuries during the reporting period multiplied by 100		Number of staff employed		<u>Rate per 100 staff</u>
18	Staff absences due to work-related injuries	Number of total staff absentee days (more than 2 hours leave) during the reporting period due to a work-related injury		Number of staff employed		<u>Rate per staff</u>
19	Workforce turnover	Number of staff leaving organization during the past 6 months multiplied by 100		Average number of total staff each month during the previous 6 months		<u>% Turnover</u>
20	Additional measure:					

Outcome Measures:

	Measure	Numerator		Denominator		%
1	Average length of residential stay less than 6 months	Number of individuals discharged during the reporting period who were in residence fewer than 6 months		Number of individuals discharged during the reporting period		
2	Average length of residential stay less than 9 months	Number of individuals discharged during the reporting period who were in residence fewer than 9 months		Number of individuals discharged during the reporting period		



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3	Transition to family and community	Number of children not in conservatorship who transitioned back to their identified family during the reporting period		Number of individuals discharged during the reporting period		
4	Transition to permanent parental relationship	Number of children under conservatorship who transitioned to a permanent parental relationship (e.g., biological, kinship, adoptive) during the reporting period		Number of individuals discharged during the reporting period		
5	Maintenance of improved symptomatology Measure: _____	Number of youth discharged between 12 and 15 months previously whose symptom measure is below clinical thresholds at 12 months after transition out of residence		Number of youth discharged between 12 and 15 months prior to the reporting period		
6	Avoidance of further out-of-home care – 6 months	Number of youth discharged between 6 and 9 months previously who experienced no psychiatric hospitalization or residential stay during the 6 months post transition.		Number of youth discharged between 6 and 9 months prior to the reporting period		
7	Avoidance of further out-of-home care – 12 months	Number of youth discharged between 12 and 15 months previously who experienced no psychiatric hospitalization or residential stay during the 12 months post transition.		Number of youth discharged between 12 and 15 months prior to the reporting period		
8	Additional measure:					