

How to complete the 2009 Statistical Report from the old Botsford database

Overview

You will need two files with these instructions:

- 1) Access database file “MDCH_2009_Stat_Report_Botsford.aaa” (the code for calculating numbers), and
- 2) Excel file “2009 Statistical Report.xls” (fill this in, save and send back to MDCH).

Download these files from the MDCH website if you have not already done so.

Importing data into the Stat Report calculation database

1. Save the “MDCH 2009 Stat Report_Botsford.aaa” file attached to the email to your computer. Save this file to the same folder where you have your current database.
2. Open “My Computer” and find where you saved the “MDCH 2009 Stat Report_Botsford.aaa” file. Click once to highlight it. Select File, Rename from the command menu at the top of the screen. Change the “.aaa” extension to “.mdb”.
3. Open the “MDCH 2009 Stat Report_Botsford.mdb” database.
4. In the window that is on the screen, click “Tables” in the Object Menu on the left side. You will notice that there are no tables there, other than the 3 Microsoft table creation icons.
5. From the command menu at the top of the screen, click File, Get External Data, Import.
6. This will open a window where you should select your Botsford database (the one where you have been entering all your data) and click Import. Your Botsford database should be titled something similar to “DSMT Database 2000.mdb”.
7. Another window will open. It should open to the Tables tab, if it doesn’t then click on the Tables tab. Click Select All on the right. All of the tables should be highlighted. Then click on OK.

Running numbers for the Statistical Report

In the main database window on the screen, click “Queries” in the Object Menu on the left side. I did not program formal reports, but running these queries will calculate the numbers you need for different parts of the Statistical Report. To run a query, simply double-click on it. All queries are programmed to pull for the reporting period of 10/1/2008 to 9/30/2009.

It was my understanding that some programs enter all cases (referrals and enrollment) into the Botsford database and use the Appointment Log, while others enter *only* those patients that are enrolled and do not use the Appointment Log. I have programmed 2 sets of queries to cover both of these scenarios.

NoLog

All of the queries that begin with the words “NoLog” assume that you are only entering your enrolled patients into the database and that you are recording your referrals elsewhere. Therefore, the first line in the Statistical Report form (“Referral Totals” and “No Shows”) will not be calculated from this database.

You will need to count referrals and no shows either by hand, or download another instruction file from the MDCH website (Excel or Access) to help you calculate these numbers from the other electronic file you are using.

UsedLog

All of the queries that begin with the words “UsedLog” assume that you are entering both your referrals and enrolled patients in the database. It further assumes that you are using the Appointment Log to record when they were assessed and that they kept the assessment appointment. The example below shows what conditions the queries are looking for when counting enrolled patients.

Appointment Log

Personal Info Appointments

Appointment Date Appointment Status

Appointment Location With Support Person

Hospital Referral Physician Managed Practice Referral

Appointment Types:

- Assessed
- Gestational
- 1:1 Class
- Nutrition Consult
- Scheduled Class
- CHO Count
- Follow up
- Insulin Pump Training
- New Insulin
- Heparin Training
- New Meter
- Intensive Management

Referrals count everyone who was entered in the initial “Personal Info” screen. No shows are counted when a patient is entered in the initial “Personal Info” screen, but do not have any appointments entered.

The results of query 5_RaceSex group the numbers into the different race and gender categories. Enter these numbers in to the corresponding boxes in the Statistical Report Excel file (rows denoted by red arrow in the example below). If a category is missing, then you can assume that it is 0. Use a calculator to add up the numbers in each column and enter those column totals into the blue row.

| | White | Black | Hispanic | Am. Ind. | Asian | Other | Unknown |
|---------------------|-------|-------|----------|----------|-------|-------|---------|
| Male → | | | | | | | |
| Female → | | | | | | | |
| Unknown → | | | | | | | |
| Gender Total | | | | | | | |

The results of query 6_RaceAge group the numbers into the different race and age categories. Enter these numbers in to the corresponding boxes in the Statistical Report Excel file (rows denoted by red arrow in the example below). If a category is missing, then you can assume that it is 0. Use a calculator to add up the numbers in each column and enter those column totals into the blue row. These totals should be the same as the blue row for Race/Gender.

| | | | | | | | |
|------------------|--|--|--|--|--|--|--|
| 0-18 yrs → | | | | | | | |
| 19-44 yrs → | | | | | | | |
| 45-64 yrs → | | | | | | | |
| 65 & older → | | | | | | | |
| Unknown → | | | | | | | |
| Age Total | | | | | | | |

The results of query 7_RaceDx group the numbers into the different race and diagnosis categories. Enter these numbers in to the corresponding boxes in the Statistical Report Excel file (rows denoted by red arrow in the example below). If a category is missing, then you can assume that it is 0. Use a calculator to add up the numbers in each column and enter those column totals into the blue row. These totals should be the same as the blue row for Race/Gender and Race/Age.

| | | | | | | | |
|------------------------|--|--|--|--|--|--|--|
| Type 1 (0-18) → | | | | | | | |
| Type 1 (19 & up) → | | | | | | | |
| Type 2 (0-18) → | | | | | | | |
| Type 2 (19 & up) → | | | | | | | |
| Gestational → | | | | | | | |
| Prediabetes → | | | | | | | |
| Other → | | | | | | | |
| Unknown → | | | | | | | |
| Diagnosis Total | | | | | | | |

The results of query $\delta_RaceTotal$ group the numbers into the different race categories. Enter these numbers in to the corresponding boxes in the Statistical Report Excel file (rows denoted by red arrow in the example below). These numbers should be the same as the column totals you calculated for all of the other blue rows.

| | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|
| Race Total |  | | | | | | | | Grand Total |
| | | | | | | | | | = <input type="text"/> |
| | | | | | | | | | same as total # of patients completing education (☆) |
| * All numbers in shaded rows should be the same in each column. | | | | | | | | | |

Use a calculator to add up these numbers and enter that total into the Grand Total box. The Grand Total should be the same as the patients completed total you calculated earlier (denoted by red arrow in the example below).

| | | | | | | | | | | |
|--|--|------|----------------------|----------|----------------------|------|----------------------|---|--------|----------------------|
| Number of patients completing education: | | | | | | | | | | |
| | | New: | <input type="text"/> | Returns: | <input type="text"/> | Unk: | <input type="text"/> |  | Total: | <input type="text"/> |
| | | | | | | | | | | ☆ |