

Sample MASTER LIST
GNYHA-PSYCKES Quality Collaborative

This sample Master List is offered as a tool that may be helpful in managing your CQI project. **It is NOT required.** It may be used, not used, or modified in any way that you find useful. It is not intended to be submitted to PSYCKES.

The data reported monthly to the GNYHA-PSYCKES Quality Collaborative are the total numbers of:

- 1) positive cases identified to date
- 2) clinical reviews conducted this month
- 3) medication changes completed this month
- 4) optional: medication changes in progress this month.

This Master List was developed by exporting an "Unduplicated Recipients" list from PSYCKES and adding columns. Additional data may be added monthly by exporting from the "New QI Flag" and "Dropped QI Flag" tabs and inserting rows. Cases closed during the project should be retained on the list so you can easily report total positive cases identified to date; you may want to move them to the bottom and/or color-code them. A blank page and a page with sample data are included.

It is recommended that you copy the Master List each month to another page in the workbook and keep it for reference. Then continue updating the Master List on this front page.

Recommended Process:

- 1) To navigate between pages in this workbook, click tabs at bottom of screen.
- 2) First month: export "Unduplicated Recipients" from PSYCKES (Optional: copy data onto "Master List Blank" page of this workbook).
- 3) Add any desired columns to create a spreadsheet such as this one, and adjust column width as needed.
- 4) Verify/revise PSYCKES data. Delete any clients that are not enrolled in your program. (Optional: add any positive cases identified by other means.)
- 5) Complete additional columns using information from your clinic's records.
- 6) Report monthly data and immediately copy Master List to another page of the workbook to keep for reference (instructions on page entitled "Backup 1st month").
- 7) When monthly data is refreshed: export the "New QI Flag" and "Dropped QI Flag" tabs into excel.
- 8) On the Master List, be sure you have added a column for "New QI Flag" to the right of the "Quality Flags" column, as this will be needed for the data you will add.
- 9) Copy the "New QI Flag" data just exported from PSYCKES into your Master List. (Highlight the rows of data, click the "copy" button, open the Master List, select the top row and click "insert" --> "copied cells.")

Quality Indicator Overview

Agency: SAMPLE

Selected Indicator: CARDIOMETABOLIC Summary

Indicator Type: CARDIOMETABOLIC

NAME	Medicaid ID	DOB	Clinic	Psychiatrist	Therapist	Outside Prescr.?	Open Case?	Next Appt. Date	Discharge Date	Date of Clin Rvw	Outcome of Review	Quality Flags	New QI Flag(s)	Medications
Bdeddba Cfacihj	XY00000Z	10/15/1982	CLINIC 1	Dr. Brown	Jane	n	Y			1/20/2011	No change	4PP(A), HTN		ALPRAZOLAM, BUPROPION HCL, MIRTAZAPINE, QUETIAPINE FUMARATE, ZOLPIDEM TARTRATE
Gfjcbag Egcadcf	XY00000Z	04/03/1978	CLINIC 1	Dr. Black	Mary	n	Y					HL		OLANZAPINE
Jceafjg Aefbdcj	XY00000Z	02/02/1976	CLINIC 1	Dr. Brown	Jane	n	Y					2AP, DoseAP, HTN, Obes		FLUPHENAZINE DECANOATE, FLUPHENAZINE HCL, QUETIAPINE FUMARATE
Afcgdea Hjgacee	XY00000Z	10/01/1968	CLINIC 1	Dr. Black	Mary	n	Y					DM, HL		OLANZAPINE
Idaejfc Bagijbc	XY00000Z	01/21/1962	CLINIC 1	Dr. Brown	Mary	n	Y					2AP, 4PP(A), CVD, HL, HTN, Obes		DIVALPROEX SODIUM, FLUPHENAZINE HCL, OLANZAPINE, SERTRALINE HCL
Gaahifc Cbadbfh	XY00000Z	03/27/1960	CLINIC 1	Dr. Black	Mary	n	Y			1/31/2011	Taper begun 1/31/11 Taper completed 2/28/11	CVD, HL, HTN, Obes		OLANZAPINE
Iaaecie Fffbijd	XY00000Z	11/29/1954	CLINIC 1	Dr. Black	Jane	n	Y					2AP, 4PP(A), HL, HTN, Obes		CLONAZEPAM, DIVALPROEX SODIUM, HALOPERIDOL, OLANZAPINE
Debcbbg Dhfhcjh	XY00000Z	12/05/1953	CLINIC 1	Dr. Black	Mary	n	Y					2AP, CVD, DM, HL, HTN, Obes		QUETIAPINE FUMARATE, RISPERIDONE
Bcfedcb Efchhbh	XY00000Z	02/29/1972	CLINIC 1	Dr. Brown	Jane	Y	Y					Obes		QUETIAPINE FUMARATE
Eehceif Jeebajg	XY00000Z	12/11/1960	CLINIC 1	Dr. Brown	Jane	Y	Y					CVD, HL		OLANZAPINE
Gieacba Dbdjgcd	XY00000Z	06/28/1951	CLINIC 1	Dr. Brown	Jane	n	N		12/30/2010			4PP(A), HL, Obes		CITALOPRAM HYDROBROMIDE, CLONAZEPAM, QUETIAPINE FUMARATE, ZOLPIDEM TARTRATE
Ffhgdbi Cfjfbfc	XY00000Z	03/05/1949	CLINIC 1	Dr. Black	Mary	n	N		1/31/2011					
Dedbjig Bbdadbb	XY00000Z	04/22/1978	CLINIC 2	Dr. Green	Lucy	n	Y							
Djfcece Fbegfdd	XY00000Z	08/29/1971	CLINIC 2	Dr. Gray	Jim	n	Y			1/18/2011	No change	HL, HTN		OLANZAPINE
Dbbcdfg Fadbfjf	XY00000Z	04/03/1971	CLINIC 2	Dr. Green	Lucy	n	Y					2AP, HL		PERPHENAZINE, QUETIAPINE FUMARATE
Jhbabic laddffd	XY00000Z	08/27/1962	CLINIC 2	Dr. Green	Jim	n	Y							
Ieeede Dfjjace	XY00000Z	05/18/1962	CLINIC 2	Dr. Green	Lucy	n	Y					CVD, HL, HTN, Obes		QUETIAPINE FUMARATE
Hdbabdf liccgfb	XY00000Z	08/26/1960	CLINIC 2	Dr. Gray	Lucy	n	Y			1/25/2011	switched	2AP, 4PP(A), HL, HTN, Obes		DIVALPROEX SODIUM, HALOPERIDOL, OLANZAPINE, SERTRALINE HCL
Dbfcedd Achhccc	XY00000Z	08/19/1956	CLINIC 2	Dr. Gray	Jim	n	Y					4PP(A), DM, HL		CLONAZEPAM, OXCARBAZEPINE, QUETIAPINE FUMARATE, TRAZODONE HCL, VENLAFAXINE HCL, ZOLPIDEM TARTRATE
Efbffed Eabdffd	XY00000Z	05/01/1948	CLINIC 2	Dr. Gray	Jim	n	Y					HL, HTN		QUETIAPINE FUMARATE
Cddfgff Efdcecf	XY00000Z	05/21/1976	CLINIC 2	Dr. Gray	Jim	Y	Y					HTN		QUETIAPINE FUMARATE
Dfgcdcb Dfcbjic	XY00000Z	06/06/1954	CLINIC 2	Dr. Green	Lucy	n	N		1/15/2011			CVD, HL, HTN		OLANZAPINE
Fjiegdj Bahcaie	XY00000Z	02/11/1953	CLINIC 2	Dr. Green	Jim	n	N		1/15/2011			4PP(A), HL, HTN		ALPRAZOLAM, AMITRIPTYLINE HCL, FLUOXETINE HCL, OLANZAPINE
Fecedaf Bfacfcd	XY00000Z	11/01/1950	CLINIC 2	Dr. Gray	Lucy	n	N		1/25/2011			CVD, DM, HL, HTN, Obes		QUETIAPINE FUMARATE
Idibcfe Eeifgef	XY00000Z	03/02/1989	Child Clinic	Dr. White	Maria	n	Y					Obes		CHLORPROMAZINE HCL
Ggdjega Dfdcjdb	XY00000Z	01/16/1988	Child Clinic	Dr. White	Ellen	n	Y					2AP, 3AP, 4PP(A), DoseAP, HL		ARIPIRAZOLE, CHLORPROMAZINE HCL, CLONAZEPAM, LITHIUM CARBONATE, PALIPERIDONE
Hdcghhe Aagcdeg	XY00000Z	06/07/1984	Child Clinic	Dr. White	Ellen	n	Y					DM		QUETIAPINE FUMARATE
Efbaeac Addjea	XY00000Z	09/21/1968	CLOSED	Dr. Brown	Jane		Y		11/15/2010			2AP, 4PP(A), HL, HTN		LORAZEPAM, PAROXETINE HCL, QUETIAPINE FUMARATE, RISPERIDONE
Begcdai Gcbdhbg	XY00000Z	12/11/1960	NON-ADMIT	Dr. Gray	Jim		Y		Non-Admit 9/2010			CVD, HL, HTN		
Aececae Hhheccb	XY00000Z	08/26/1975	CLOSED	Dr. Green	Lucy		Y		8/15/2010			DoseAP, HL		LITHIUM CARBONATE, OLANZAPINE
Ijgaadd Cfedbfj	XY00000Z	09/30/1974	CLOSED	Dr. Black	Mary		Y		9/12/2010			DoseAP, HL		HALOPERIDOL DECANOATE, OLANZAPINE
Jffgia Cdcfcgb	XY00000Z	09/05/1986	CLOSED	Dr. White	Maria		Y		7/31/2010					

Upon submitting your first month's data: copy entire MASTER LIST onto this page and retain for future reference.

Next month, copy entire MASTER LIST onto NEXT page, and retain for future reference.

Keep updating MASTER LIST on first page, but retain monthly snapshots for reference on subsequent pages.

(to copy an entire page of an excel workbook: (1) in sheet to be copied, click on square in upper left corner, above row # "1" and to the left of column letter "A;" (2) click the "copy" button; (3) go to destination sheet; (4) click on same square above "1" and left of "A;" and (5) click the "paste" button.)

Upon submitting your SECOND month's data: copy entire MASTER LIST onto this page and retain for future reference.

Next month, copy entire MASTER LIST onto NEXT page, and retain for future reference.

Keep updating MASTER LIST on first page, but retain monthly snapshots for reference on subsequent pages.

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