



## **MMEEx User Manual**

### **Integrated Team Care Reporting**

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# Integrated Team Care Reporting

In addition to all of the Clinical Record features of MMEx, ITC funded program staff have a range of tools to record and report their work.

The following ITC Reports are available:

- **Age Breakdown** - report by age group of clients
- **CareCoordination Statistics** - report by location, Suburb, and Care Coordination Service Provided
- **Supplementary Services Statistics** - Report of Allied Health and Specialist Services Purchased and Brokered
- **CCSS Validation - Demographics Validation** - a list of patients listed with key demographics and referral data
- **Validation - Episode of Care Co-ordination Data Summary** - a list of patients with a summary of the number of forms and services recorded against them.
- **Validation - Supplementary Services Data Summary** - a list of patients with a summary of the Allied Health and Specialist Services purchased and brokered along with Transport for both.
- **Transport** - List of Purchased and Brokered Transport totals for Allied Health and Specialist Services.
- **Medical Equipment Aids** - List of equipment with its brokered purchased or hired status.
- **Number of GPs Referring Patients** - List of GPs who have referred patients to the service, includes number of referrals, and if patients are receiving CC&SS or CC only.
- **List of Outreach Worker Patients** - List of patients with dates of Outreach Service Provision
- **Outreach Worker Occasions of Service** - summary of Outreach Worker activity by attendance, phone follow-up, transport and Medications

If you save your reports as favourites you will be able to access them quickly through the *Reports* menu.

[ITC Reporting - Age breakdown](#)

[ITC Reporting - Care Coordination Statistics](#)

[ITC Reporting - Supplementary Services Statistics](#)

[ITC Reporting - CCSS Demographics Validation](#)

[ITC Reporting - CCSS Data Entry Validation : Care Co-ordination Summary](#)

[ITC Reporting - CCSS Data Entry Validation : Supplementary Services Data Summary](#)

[ITC Reporting - Outreach Worker - Occasions of Service](#)

## Reporting Guide

Reporting Item	Record the Information	Report to use
<b>Number of unique services for all patients</b>		
Care Coordination Services	Use Care Coordination Statistics and Supplementary Services Statistics form	Care Coordination Statistics Report - All Patients - Total Care Coordination Services
Supplementary Services	Use Care Coordination Statistics and Supplementary Services Statistics form	Supplementary Services Report - All Patients - Total Supplementary Services
Clinical Services	Use Care Coordination Statistics and Supplementary Services Statistics form	Care Coordination Statistics Report - All Patients - Total Direct Clinical Services Provided by Care Co-ordinator
Other (specify Services provided)	Use Care Coordination Statistics and Supplementary Services Statistics form	Care Coordination Statistics Report - All Patients - Total Other Services
Number of unique Services provided - Total	Use Care Coordination Statistics and Supplementary Services Statistics form	Care Coordination Statistics Report - All Patients - Total Care Services
<b>Gender breakdown</b>		
Male	Record Gender in patient demographics	Age breakdown Report - Male total
Female	Record Gender in patient demographics	Age breakdown Report - Female total
Gender Not Specified	Record Gender in patient demographics	Age breakdown Report - Unknown total
<b>Waiting Lists-Care Coordination waiting lists (if exists)</b>		
Number of patients on Care Coordination waiting list	Use Care Coordination Waiting list. Archive patients as removed from waiting list	Review waiting list monthly to take monthly total count
<b>New Patients</b>		
Number of new patients in the reporting period	Complete CCSS form and marked "New Patient - first CC service"	Care Coordination Statistics Report - Filter for all patients. New Patient - first CC service type count
<b>Discharged Patients</b>		
Patients discharged from Care Coordination - TOTAL	Complete CCSS form and marked "Discharged - last CC service"	Care Coordination Statistics Report - Filter for all patients Discharged - Last CC service type count
Number of patients discharged from the program completely	Complete above and change record status to inactive	Care Coordination Statistics Report - Filter for Inactive patients
Number of patients now self-managing, but still receiving SS assistance (i.e. ITC client who no longer needs assistance from a Care Coordinator)	Complete above and leave record status to active	Care Coordination Statistics Report - Filter for active patients
<b>Allied Health, Specialist Services and Outreach Workers</b>		
Allied Health - Total SS	Record SS on either CCSS or SS form	Supplementary Services Report - Total Column, total Allied Health

Reporting Item	Record the Information	Report to use
<b>Number of unique services for all patients</b>		
Allied Health - each service	Record SS on either CCSS or SS form	Supplementary Services Report - Total Column, individual Allied Health services
Specialist - Total SS	Record SS on either CCSS or SS form	Supplementary Services Report, Total Column, total Specialist
Specialist - each service	Record SS on either CCSS or SS form	Supplementary Services Report - Total Column, individual Specialist services
<b>Outreach Workers</b>		
Total number of patients assisted by Outreach Workers	Record activity on Outreach Worker form	List of Outreach worker patients - total
Total number of occasions of assistance provided by Outreach Workers	Record activity on Outreach Worker form	Outreach Workers Occasions of Service report - Total Services field
Types of assistance provided by outreach workers		
Phone Follow ups	Record activity on Outreach Worker form	Outreach Workers Occasions of Service report - Total Phone follow ups count
Assist client by attending appointments with them	Record activity on Outreach Worker form	Outreach Workers Occasions of Service report - Total Attendance count
Assist clients with travel to and from appointments	Record activity on Outreach Worker form	Outreach Workers Occasions of Service report - total transport count
Provide support for health professionals	Record as a progress note with metadata type "Support for health professionals"	Progress Note Contact Report - export to excel and filter for data element
Assist clients to collect prescriptions	Record activity on Outreach Worker form	Outreach Workers Occasions of Service report - total prescription count
Other patient assistance performed by Outreach Worker	Record as a progress note with metadata type "Other patient assistance"	Progress Note Contact Report - export to excel and filter for data element
<b>Transport</b>		
Number of transport services accessed with Supplementary Services	Record on Care Coordination and Supplementary Services Form	Transport - All Patients - Total transport for all supplementary services
<b>Medical Aids</b>		
Total number of assisted breathing equipment	Record on Care Coordination and Supplementary Services Form	Medical Aids Equipment Report -Assisted breathing equipment Total
Total Cost of assisted breathing equipment	Record outside of MMEEx	Calculate total cost

### See Also

[ITC Forms](#)  
[ITC Workflows](#)