

 **Welcome!** 

**Thank you for choosing the GAIN
family of instruments.**

**This packet contains an overview of the GAIN,
Data Manager guidelines, a list of expectations
for the training call, and a contact list.**

We look forward to working with you!

Sincerely,

The GAIN Data Management Team



Welcome

What is the GAIN Coordinating Center?

The GAIN Coordinating Center (GCC) at Chestnut Health Systems is made up of six different, but inter-related areas: the Data Management Team, the Data Analysis Team, the Software Team, the Quality Assurance Team, and the Licensing and Clinical departments. The GCC is primarily responsible for training and implementation of the Global Appraisal of Individual Needs (GAIN). This includes but is not limited to holding trainings for clinicians who will administer the GAIN on clients, providing trainings for sites to learn the process of managing data, creating tools to make GAIN implementation easier, and providing software to utilize the GAIN interactively. The most important priority of the GCC is our customers and providing superior customer service to each user of the GAIN through the high quality employees that make up the ever growing and changing GCC.

What is the GAIN?

The Global Appraisal of Individual Needs or the GAIN is a progressive and integrated series of measures and computer applications designed to support initial screenings, standardized biopsychosocial clinical assessments, monitor for changes, as well as enable subgroup and program level needs assessments and evaluations. The GAIN instrument is 100 pages and contains over 1,000 variables that measure everything from recency of problems to lifetime service utilizations across eight main sections which are background, substance use, physical health, risk behaviors, mental health, environment and living situations, legal, and vocational.

Who uses the GAIN?

In order to assess adolescents and adults in outpatient, intensive outpatient, in-patient, methadone, short-term residential, partial hospitalization, long-term residential, therapeutic communities, and correctional programs, clinicians have utilized the GAIN. Currently, the GAIN is being used in agencies within the majority of the 50 states in the United States.

Why do they use the GAIN?

Yes, most agencies that use the GAIN are mandated by grant requirements, however they also receive many benefits to using the GAIN. It often replaces and eliminates other standard agency intake instruments and provides detailed and comprehensive reports for the clinician in an editable word document that can serve as court summaries, case notes, as well as provides referral suggestions for level of care. For data managers, submitting data to Chestnut provides them with analysis files to be used to evaluate the program as well as a document that provides charts for demographics across site within a program called the Site Profiles.

What does it mean to become a GAIN Data Manager?

This fact sheet provides an overview of a GAIN Data Manager. This document includes qualities to look for when hiring a Data Manager, an overview of the expectations and role of a Data Manager, and deadlines and data submission guidelines. The second section provides an overview of the training process, the typical data flow cycle, and contact information for support and further information.

Data Manager Responsibilities

The Data Manager is responsible for ensuring that all GAIN assessments have been entered in ABS. In addition, the Data Manager is responsible for fixing all data anomalies in ABS and communicating with clinicians and interviewers at the site to help improve the overall quality and validity of the data collected.

Specifically, the Data Manager:

- Is responsible for data integrity: reviews data quality and ensures that complete accurate data records have been entered into ABS and the GAIN Record Log (GRL).
- Acts as a liaison between the GAIN Data Management Team and all local staff who collect GAIN assessments regarding data submissions and GAIN Edits.
 - The Data Manager posts Legacy ABS records, the GRL, and the GAIN Edit reply files to Chestnut Health Systems' secure FTP site and retrieves files posted by the GAIN Data Management Team each month on or before the agreed due date.
 - The Data Manager is responsible for addressing and responding to any data anomalies identified by the GAIN Data Management Team.
 - After the Data Management Team reviews the data, they send a GAIN Edits file to the Data Manager at the site to modify any inconsistent, missing, or invalid responses in ABS. Once ABS is updated with the accurate responses, the Data Manager updates the GAIN Edits file with their site responses and returns the updated file to the GAIN Data Management Team.
- Is a liaison with their organization's IT/MIS department and/or ABS administrator as applicable to help set up and update the application and to keep the site compliant with the local organization's security and privacy policies.
- Has access to all cases in ABS.

Requirements for the Data Manager position

- Must have good communication with clinical supervisors and the GAIN Data Management Team to discuss ongoing data inconsistencies that may represent a training issue for staff members administering the assessment.
- Must be detail-oriented and deadline-conscious.

- Must have access to staff members who administer GAIN assessments in order to gather information regarding data errors.
- Should have good working knowledge of Microsoft Excel, Internet Explorer, WinZip or other encryption programs, Adobe Acrobat, and basic applications and file management skills.
- In addition, the amount of time required of the Data Manager depends on the number of staff members at their agency who administer the GAIN and the target number of participants in the study and may be impacted by local site configuration. Generally, the Data Manager's first 3 months is equivalent of a half time (20 hours/week) position. However, after the first 3 months and as procedures become routine, and depending on the validity of the data collected by the clinicians, this position may drop below 20 hours per week. *This person must have at least 20 hours to devote to the Data Manager role each week.*

Ideal candidates for Data Manager

The GCC recommends that the staff member who is chosen to fill the role of Data Manager attend a national GAIN training.

- Local administrative staff member who can coordinate with clinical staff to perform the Data Manager responsibilities.
- Local clinical person with aptitude for research and data integrity.

Critical site decisions and steps needed

Before the Data Manager can submit data to Chestnut Health Systems, they need to:

- Know which GAIN instruments are going to be utilized by the site.
- Determine if the site will use interactive assessments or paper and pen version with data entry.
- Determine which Licensing and Data Sharing Agreements (DSA) are needed. The DSA must be completed prior to data submission.
 - Data sharing agreement templates are available on the Lighthouse Institute website <http://www.chestnut.org/li>. Select the Global Appraisal of Individual Needs link, then choose the Data Sharing Agreements link. The "GAIN Coordinating Center (GCC) Data Sharing Agreement Guidelines and Decision Tree.pdf" file can be used to help determine which DSA is most appropriate.
 - Complete the DSA and return it to Chestnut Health Systems.
 - For questions about the DSA, please contact Joan Unsicker at junsicker@chestnut.org.

Identifiers and communication

- The GAIN Data Management Team provides guidelines to help assign the site ID, local site IDs, participant IDs, and how to identify ABS users. The site's administrators determine staff IDs. All participants, staff members, and local sites need unique IDs.
- Work out computer and communication issues between the site and all collaborators.
 - Establish agreements with collaborators to collect data and access clients.
 - Determine database locations and access.
 - Determine how data will flow over computer network or without a network.
 - Integrate site computer system security with ABS security.
 - Determine who will conduct interviews, how and where data will be entered, and exported or uploaded into a single dataset for export to CHS.
 - Determine who will be trained as GAIN Interviewers and ABS Users.

Training

New Data Managers will participate in a training call provided by the GAIN Data Management Team. The training call features Microsoft's Live Meeting software, which gives trainees a visual component to understand the expectations and processes for data maintenance and submission to Chestnut Health Systems. Data Managers will also receive an in-depth manual and ongoing support throughout the duration of the study.

Submission Cycle

All data collected through the end of the previous month are compiled and submitted to the GAIN Data Management Team by the close of business (COB) on the due date assigned by the GAIN Coordinating Center. With each submission, the Data Manager will receive feedback from the GAIN Data Management Team regarding the GAIN Record Log and GAIN data. Full datasets in SPSS format and Site Profiles reports are returned on a quarterly basis. Please allow at least the remainder of the submission month for processing and feedback.

On time data submission guidelines

The window for data submission begins anytime on the first of the month (regardless of the day of the week on which the first falls) and ends at Close of Business (COB) on the assigned due date of each month. Data must be submitted by the deadline and include an e-mail notification to the GAIN Data Management Team in order to be considered on time. If data is submitted outside the established guidelines, it will be considered late and will not be accepted or included in monthly reports to CSAT. All late submissions will be reported to the site's grant project officer and the local site will be considered out of compliance for their grant.

COB on the due date means:

- If the due date is Monday-Friday: by 5:00 Central time on the due date.
- If the due date is Saturday: by 5:00 Central time on the Friday before the due date.
- If the due date is Sunday: by 5:00 Central time on the Monday after the due date.
- If the due date is a holiday: by 5:00 Central time of the next closest business day, either before or after the due date.

What to expect from Data Manager Training

What to expect from Chestnut Health Systems

- A Data Manager Manual
- Training call using Microsoft's Live Meeting software
- Continued support and training after the call!

How to prepare for the call

- Access to a computer with Internet access.
- Using the instructions sent to you via e-mail, log into the Live Meeting software.
- A printed copy of the Data Manager Manual.
- Any questions that you may have prior to the call.
- Your thinking cap and patience. This is an intensive training with lots of information, all of it important, being passed along. We will be asking for feedback to make the training better, so feel free to take notes and give us feedback after the training is complete.

Please Note:

- This training will *not* include training on the ABS software (Assessment Building System). It is expected that all training and set up required for implementing ABS within your system and all other ABS related issues will be provided by the GAIN ABS Support Team. If you need any further assistance or training regarding the ABS software, please contact the GAIN ABS Support Team at ABSsupport@chestnut.org.

Technical Information and Support

Check local sources

- Manuals and instructions (GAIN, Data Manager, ABS Administrators, ABS Users).
- ABS Administrator or IT/MIS representative for ABS related questions.
- GAIN local trainer for GAIN, QA or GRL related questions.

Check existing resources

- APSS Website: <http://www.chestnut.org/li/APSS>:
 - Instruments, Instructions and FAQs: Data Sharing Agreements, Instrument instructions
 - GRL memo, GRL Sample, GRL FAQs
 - Meeting Minutes and Reports
 - GAIN electronic encyclopedia (GI Scales and Variables). On the APSS website, select Multisite Collaboration Materials → Instruments, Instructions and FAQs → Other GAIN Info.
- GAIN Website: <http://www.chestnut.org/li/GAIN>:
 - GAIN Manuals and FAQs
 - GAIN Training information
 - GAIN Support (gainsupport@chestnut.org)
- ABS Website: <http://www.chestnut.org/li/ABS>:
 - ABS updates and accessories
 - ABS instrument updates
 - ABS Support (ABSSupport@chestnut.org)
- FTP Common Site: <ftp://data.chestnut.org> (Username: Common / Password: public)
 - Data Coordinator Information (Folder)
 - Data Management Information (Folder)
 - Data Manager Manual
 - Evaluator Information (Folder)
 - JMATE Presentations (Folder)
 - FTP Site Info (List & Explanation of what is in the above folders.)
 - GAIN Help Contacts

GAIN Help Contacts

GAIN

For questions about GAIN training or licensing please contact us at GAINInfo@chestnut.org; Chestnut Health Systems, 722 West Chestnut, Bloomington, IL 61701; phone: (309) 820-3543; fax: (309) 827-4221; or visit our website at <http://www.chestnut.org/li/gain>.

Examples of questions for **GAIN Info**:

- What do we need to do to use the GAIN in our program?
- How can we set up an on-site training?
- How is the GAIN–Short Screener used?

For questions on administering the GAIN, specific GAIN items, or the GAIN certification process, contact our GAIN support team at GAINSupport@chestnut.org.

Examples of questions for **GAIN Support**:

- How do I become a GAIN Local Trainer?
- Why is ecstasy listed as a stimulant when it has hallucinogenic effects?
- What would a paralegal be coded as for item V5b?

ABS

For questions related to ABS, contact our ABS support team at ABSSupport@chestnut.org or contact (309) 557-1400.

Examples of questions for **ABS Support**:

- Why won't ABS let me enter my staff ID when administering a GAIN?
- I'm trying to enter the correct year on item A2a, but ABS won't accept it. Why not?
- How do I export data?

Data

For questions about data submission, GAIN Records Logs, or creating scales and variables in SPSS, contact our data support team at DataSubmit@chestnut.org.

Examples of questions for **Data Submit**:

- When submitting data, which files do I need to send?
- What does the color-coding mean on my GRL?

- How do I access the FTP site?
- When is the appropriate time to conduct a Treatment Satisfaction Index (TxSI)?
- How do I read my exported data file into SPSS?

Evaluation

For questions related to analysis using GAIN data files, SPSS analytic questions, or publications using GAIN data, contact our analytic team at GAINEval@chestnut.org.

Examples of questions for **GAIN Eval**:

- What is the reliability of these five scales?
- How do I identify groups of clients for analysis?
- I'd like to study a client group that is too small for analysis at my site. What can I do?
- How can I access pooled GAIN data?
- What other sites have clients like mine?
- Has anyone published a study using the Treatment Motivation Index?

Clinical

For questions related to the clinical application of the GAIN, contact our clinical interpretation training team at GAINClinical@chestnut.org.

Examples of questions for **GAIN Clinical**:

- The GAIN Recommendation and Referral Summary (G-RRS) is diagnosing my client with something that I don't think he has. What should I do?
- The G-RRS says my client is in remission, but I don't think so. What should I do?
- Are there any scales to help determine my client's coping abilities?
- How does the GAIN correlate to DSM and ASAM