

➤ **What is it?**

The Characteristics and Outcomes Site Profiles Report provides our customers within a given treatment agency a comprehensive description of the baseline and follow up circumstances of participants that are assessed using the GAIN family of instruments at a treatment agency. The report uses the GAIN Intake (GAIN-I), GAIN Monitoring 90 days (GAIN-M90), GAIN Quick (GAIN-Q), GAIN Quick Monitoring 90 days (GAIN-QM) and Treatment Satisfaction Index (TxSI) data that are submitted to Chestnut Health Systems and provides baseline charts and preliminary outcome charts as well as early treatment satisfaction results. This report includes all GAIN assessments that are conducted by each agency and submitted to Chestnut Health Systems. This is a cumulative report that continues to build through the life of the project. Our goal in creating this report for each project is to provide each site with information in a user-friendly format that provides descriptive information regarding baseline participant use patterns, participant demographics, violence and crime, social economic status, as well as preliminary outcome measures.

➤ **How does it function?**

Before opening the file, please make sure that the Security setting for Microsoft Excel is set no higher than Medium in order to successfully enable the macros to generate the charts and graphs located within this document. To do this, go to Tools → Macro → Security and make sure that the option for Medium level security is selected. Next, if a “Security Warning” message appears asking to Disable or Enable macros after opening the Site Profiles document, please select “Enable Macros”.

Next, make sure the contents of the zip file are all saved in the same location. This facilitates the conversion to PowerPoint which will be explained in more detail below in the “**How are the Site Profiles transferred into PowerPoint?**” section of this guide.

The Site Profiles opens on the Title tab. This tab contains information regarding the Site Profiles such as the creation date and the names of all sites involved in the project. Chestnut Health Systems’ contact information is also included on this tab.

The ChartOptions tab (Figure 1) provides a feature containing drop down boxes that allow for selection of a single site data or the total to be represented in a series of charts showing a single site's data. Both drop-down menus contain every site that is a part of the grant along with the total across all sites. In addition to selecting a specific site, a second site or total may be selected to be represented in a series of charts comparing the two groups. The sites selected are identified in the legend of each of these charts.

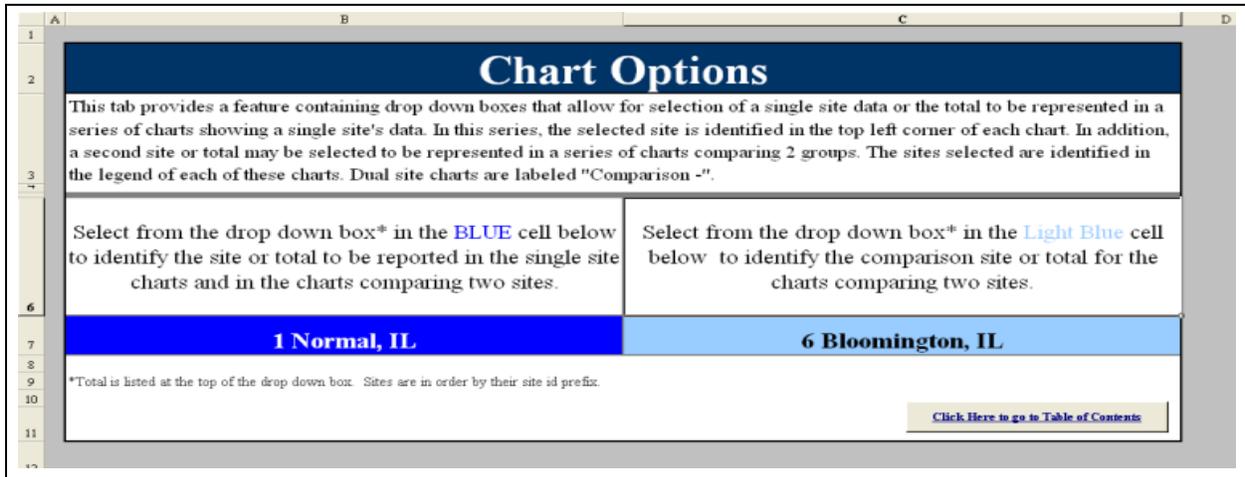


FIGURE 1: CHART OPTIONS

The Table of Contents tab (Figure 2) contain buttons that when selected generate charts based on the choices selected in the ChartOptions tab.

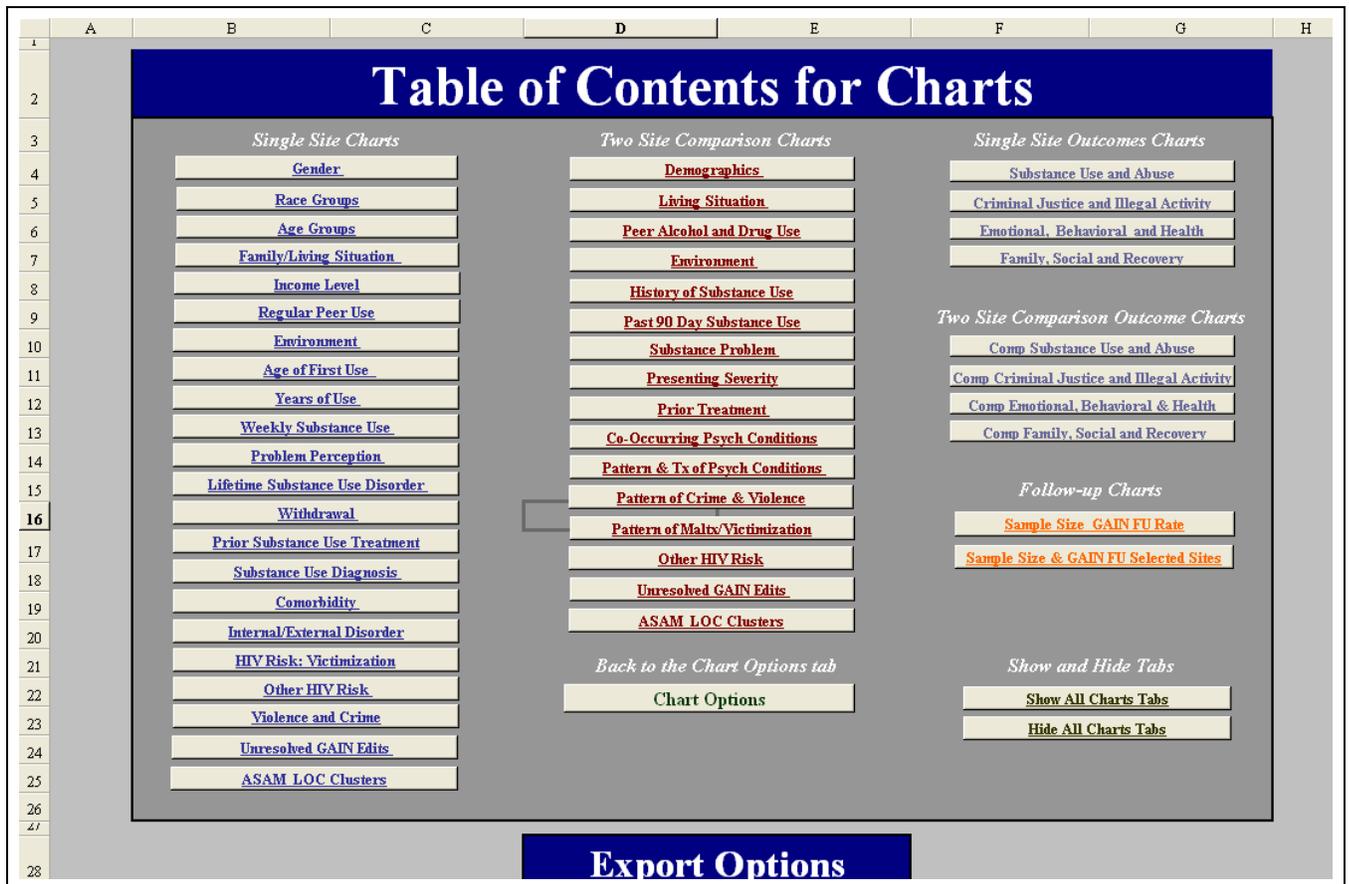


FIGURE 2: TABLE OF CONTENTS

The first column, titled “Single Site Charts”, is a list of charts that contain site-specific information. Some examples include Race Groups, Income Level, Weekly Substance Use, and Violence and Crime.

The second column, titled “Two Site Comparison Charts”, is a list of charts that will compare one agency to another agency within a project or the overall total for the project. A few examples of the graphs that can be viewed in the Comparison Charts are Living Situation, History of Substance Use, and Prior Treatment.

The last column contains charts that list outcomes, follow-ups, and treatment satisfaction indices. An example of a generated Two Site Comparison Chart is pictured in Figure 3.

There is also a section at the lower portion of the tab that has a button that will generate a Power Point presentation. This will be explained in more detail below in the “**How are the Site Profiles transferred into PowerPoint?**” section of this guide.

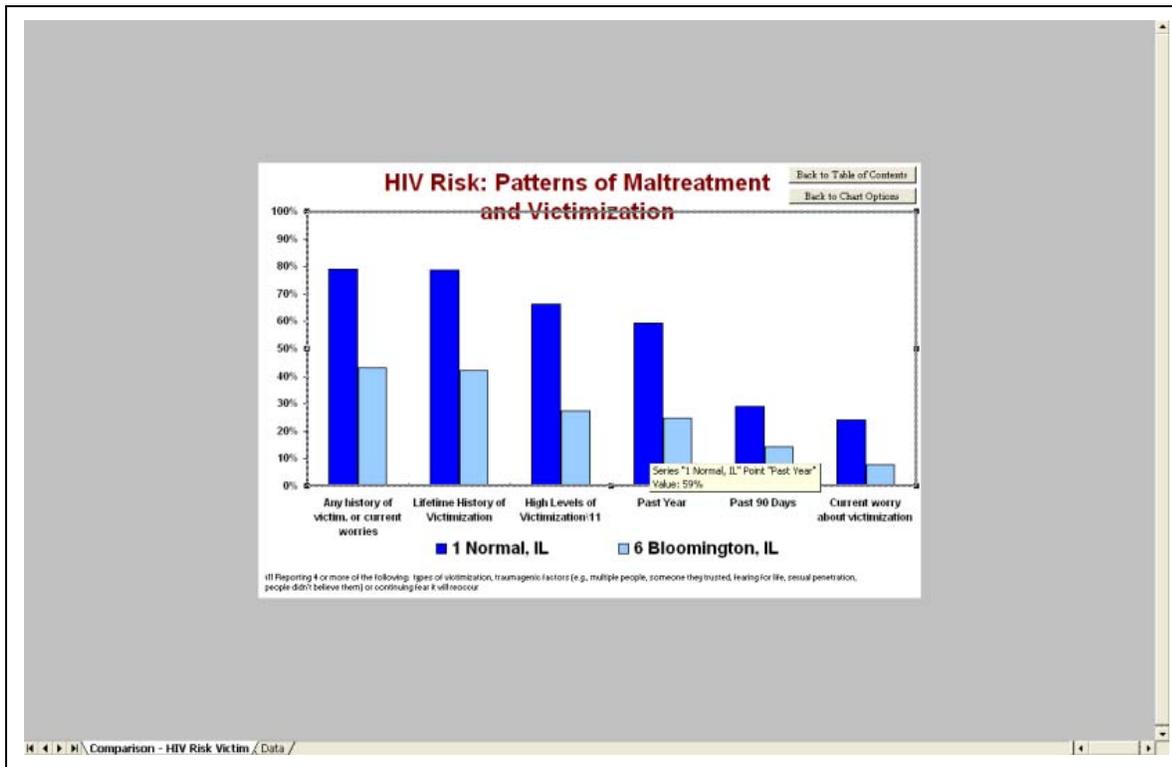


FIGURE 3: HIV RISK: PATTERN OF MALTREATMENT/VICTIMIZATION CHART

The fourth tab, titled “Data”, contains all the data used to generate the charts in the Site Profiles. ****Note:** There are additional data in this tab that are not depicted in the charts. Please refer to this tab if there is any additional information needed that is not specified in the “Table of Contents” tab. This tab is also helpful for locating similar sites and selecting them in the ChartOptions tab for further comparison in the generated charts.

The final tab is the Reference tab, which contains the references that were used in this report.

➤ **What is included in the report?**

The report includes calculated scales and indices that are used to generate individual site charts and comparison charts that enable an agency to view all of their participant GAIN information. Each site included is able to review how their site is performing in key performance indicators as well as see charts depicting their participants' intake and preliminary follow up statuses. This report also provides the ability to compare sites to each other as well as to the total across all agencies within a project. The report provides all of the sites with graphical depiction of demographics, substance use trends, and treatment history.

The first column in the Table of Contents tab lists charts that contain site-specific information. The following is a list and brief description of each chart.

Single Site Charts

1. **Gender**: The Gender chart shows the percentage of participants within the study that are male or female.
2. **Race Groups**: The Race Groups chart breaks down what percentages of participants within the study are in each race group below:
 - American Indian/Alaska Native
 - Asian
 - African American/Black
 - Caucasian/White
 - Hispanic
 - Mixed
 - Other
3. **Age groups**: The Age Groups chart shows the percentages of participants within the study are in each age group below:
 - Less than 15 years
 - 15-17 years
 - 18+ years
4. **Family/Living Situation**: The Family/Living Situation chart shows the percentage of participants within the study that are currently in any of the following categories:
 - Single parent family
 - Weekly Alcohol Abuse in Home
 - Weekly Drug Use in Home
 - Ever Homeless/Runaway.
5. **Income Level**: The Income Level chart shows the percentage of participants within the study that are in each income bracket below:
 - Very Poor (0%-49%)
 - Poor (50-99%)

- Working Class (100-299%)
 - Upper Middle Class (300-999%)
 - Upper Class (1000%)
6. Regular Peer Use: The Regular Peer Use chart shows the percentage of participants within the study that spent time within the past year with peers in the following alcohol/drug use situations:
 - Regular Peer Alcohol Use at Work/School
 - Regular Peer Alcohol Use
 - Regular Peer Drug Use at Work/School
 - Regular Peer Drug Use
 7. Environment: The Environment chart lists the percentage of participants in the following living situations:
 - In School
 - Employed
 - Any JJ Involvement
 - Current JJ Involvement
 - Controlled Environment
 8. Age of First Use: The Age of First Use chart lists what percentage of participants were in the following age groups when they first used drugs/alcohol:
 - Under 10
 - Age 10-14
 - Age 15-17
 - Age 18 or Older
 9. Years of Use: The Years of Use chart lists the percentage of participants is in the following categories of the years that the participant used drugs/alcohol:
 - Less than 1
 - 1-2 years
 - 3-4 years
 - 5 or more years
 10. Weekly Substance Use: The Weekly Substance Use chart depicts the percentage of participants that use a specific drug on a weekly basis amongst other substance related activity:
 - Weekly Use of Anything
 - Weekly Alcohol Use
 - Weekly Tobacco Use
 - Weekly Marijuana Use
 - Weekly Crack/Cocaine Use
 - Weekly Heroin/Opioid Use
 - Weekly Other Drug Use
 - Any Needle Use
 - 13+ Days in Controlled Environment

11. Problem Perception: The Problem Perception chart calculates the percentage of participants in regards to their perception of their alcohol/drug abuse:
 - Perceives AOD as a problem
 - Perceives need for any treatment
 - Ready to remain abstinent (100%)
 - Ready to quit (80% or more)
12. Lifetime Substance Use Disorder: The Lifetime Substance Use Disorder chart calculates the percentages of participants in regards to their alcohol/drug use in their lifetime:
 - No Use
 - Use
 - Abuse
 - Dependence
 - Physiological Dependence
13. Withdrawal: The Withdrawal chart shows the percentage of participants that experienced withdrawal symptoms during the following time frames:
 - Any lifetime
 - Any past week
 - Acute past week
14. Prior Substance Use Treatment: The Prior Substance Use Treatment chart shows the percentage of participants whom had used alcohol/drugs in the following categories:
 - None
 - Any
 - One
 - Two or more
15. Substance Use Diagnosis: The Substance Use Diagnosis chart shows the percentage of participants in the following categories relating to substance abuse:
 - Any Past year diagnosis
 - Lifetime Substance Dependence
 - Past year Dependence
 - Lifetime Substance Abuse
 - Past Year Abuse
16. Comorbidity: The Comorbidity chart shows the percentage of participants that have different mental or psychological problems along with substance abuse disorders in the following categories:
 - Any Past Year Internal Disorder
 - Major Depression Disorder
 - Generalized Anxiety Disorder
 - Suicidal Thoughts or Actions
 - Traumatic Distress Disorder
 - Any Past Year External Disorder
 - Conduct Disorder
 - Attention Deficit-Hyperactivity Disorder

17. Internal/External Disorder: The Internal/External Disorder chart shows the percentage of participants that have internal and/or external disorders:
 - Neither
 - Internal only
 - Both
 - External only
18. HIV Risk: Victimization: The HIV Risk: Victimization chart shows the percentage of participants that are in different types of HIV Risk situations that involve the following victimization categories:
 - Any history of victimization or current worries
 - Lifetime History of Victimization
 - High Levels of Victimization
 - Past Year
 - Pas 90 Days
 - Current worry about victimization
19. Other HIV Risk: The Other HIV Risk chart shows the percentage of participants that are in the following HIV Risk situations:
 - Any past 90 day needle use
 - Any past 90 day sexual experience
 - Any past 90 day unprotected sex
 - Multiple sexual partners in past 90 days
20. Violence and Crime: The Violence and Crime chart shows the percentage of participants within the site that has been involved in the following violent or criminal activity categories:
 - Any Violence or Illegal Activity
 - Acts of Physical Violence
 - Any Illegal Activity
 - Property Crimes
 - Interpersonal Crimes
 - Drug Related Crimes
21. Performance Rates: The Performance Rates chart shows the percentages of different rates at the site:
 - Recruitment Percentage
 - TxSI Completion Percentage
 - 3 Month FU Rate Percentage
 - 6 Month FU Rate Percentage
 - 12 Month FU Rate Percentage
22. Unresolved GAIN Edits: The Unresolved GAIN Edits chart shows the percentage of GAIN Edits that need to be addressed.
23. ASAM LOC Clusters: The ASAM LOC Clusters chart shows the percentage of participants that are in each level of care group:
 - 1.00 A Low-Low
 - 2.00 B Low-Mod

- 3.00 C Mod-Mod
- 4.00 D Hi-Low
- 5.00 E Hi-Mod
- 6.00 F Hi-Hi (CC)
- 7.00 G Hi-Mod (Env Sx; PH TX)
- 8.00 H Hi-Hi (Intx Sx/PH/MT TX)

The second column in the Table of Contents tab lists charts that compare two sites or one site against the total across all sites, depending on the options selected in the ChartOptions tab. The comparison charts have been designed to be an educational tool to analyze treatment provided and present preliminary outcome measures. It should be noted that some of the categories used in the single site charts have been combined for research purposes and ease of viewing in the two site comparison charts. For a narrower comparison, an agency with similar characteristics and provided services (based on characteristics and services portion of the report) can be selected from the Chart Options tab. The following is a list and brief description of each comparison chart.

Two Site Comparison Charts

1. **Demographics**: The Demographics chart shows side-by-side comparisons between two sites in regards to the following demographic categories:
 - Male
 - Female
 - Minority status
 - American Indian/Alaska Native
 - Asian
 - African American/Black
 - Caucasian/White
 - Hispanic
 - Mixed
 - Other
 - Less than 15 years
 - 15-17 years
 - 18+ years

2. **Living Situation**: The Family/Living Situation chart compares the percentage of participants between two sites within the study that are currently in any of the following categories:
 - Very Poor (0%-49%)
 - Poor (50-99%)
 - Working Class (100-299%)
 - Upper Middle Class (300-999%)
 - Upper Class (1000%)
 - Single Parent Family
 - Weekly Alcohol Use in Home

- Weekly Drug Use in Home
 - Ever Homeless/Runaway
3. Peer Alcohol and Drug Use: The Regular Peer Use chart compares the percentage of participants between two sites within the study that spent time within the past year with peers from work and/or school that used drugs/alcohol in the following categories:
 - Regular Peer Alcohol Use at Work/School
 - Regular Peer Alcohol Use
 - Regular Peer Drug Use at Work/School
 - Regular Peer Drug Use
 4. Environment: The Environment chart compares the percentage of participants in the following living situations:
 - In school
 - Employed
 - Any JJ Involvement
 - Current JJ Involvement
 - Controlled Environment
 - Ever Been Victimized
 - High Levels of Victimization
 - Victimization
 5. History of Substance Use: The History of Use chart compares the percentages of participants that were in different age groups when they first used drugs/alcohol and the length of time they used drugs/alcohol:
 - Age of First Use
 - Under 10
 - Age 10-14
 - Age 15-17
 - Age 18 or older
 - Years of Use
 - Less than 1
 - 1-2 years
 - 3-4 years
 - 5 or more years
 6. Past 90 Day Substance Use: The Weekly Substance Use chart compares the percentage of participants that used different drugs during the past 90 days:
 - Weekly Use of Anything
 - Weekly Alcohol Use
 - Weekly Tobacco Use
 - Weekly Marijuana Use
 - Weekly Crack/Cocaine Use
 - Weekly Heroin/Opioid Use
 - Weekly Other Drug Use
 - Any Needle Use
 - 13+ Days in Controlled Environment

7. Substance Problem: The Substance Use Diagnosis chart compares the percentage of participants in different categories relating to substance abuse between two sites:
 - Perceives AOD as a problem
 - Perceives need for any treatment
 - Ready to remain abstinent (100%)
 - Ready to quit (80% or more)
 - Lifetime Abuse or Dependence
 - Past Year Abuse or Dependence
 - Past Month Abuse or Dependence
8. Presenting Severity: The Presenting Severity chart compares the percentage of participants in regards to the severity and length of drug/alcohol abuse:
 - Substance Severity (Past Year)
 - No Use
 - Use
 - Abuse
 - Dependence
 - Physiological Dependence
 - Withdrawal
 - Any Lifetime
 - Any Past Week
 - Acute Past Week
9. Prior Treatment: The Prior Treatment chart compares the percentages of participants whom have experienced the following number of treatment episodes:
 - None
 - Any
 - One
 - Two or more
10. Co-Occurring Psych Conditions: The Co-Occurring Psych Conditions chart shows the percentage of participants that have different mental or psychological problems while in treatment between two sites:
 - Any Past Year Internal Disorder
 - Major Depression Disorder
 - Generalized Anxiety Disorder
 - Suicidal Thoughts or Actions
 - Traumatic Distress Disorder
 - Any Past Year External Disorder
 - Conduct Disorder
 - Attention Deficit-Hyperactivity Disorder
11. Pattern and Tx of Psych Conditions: The Pattern and Tx of Psych Conditions chart shows the percentage of participants that have internal and/or external disorders between two sites:
 - Neither
 - Internal only
 - Both

- External only
 - Any Prior Mental Health Treatment
12. Patterns of Crime and Violence: The Patterns of Crime and Violence chart shows the percentage of participants that are involved with illegal activities between two sites:
- Any Violence or Illegal Activity
 - Acts of Physical Violence
 - Any Illegal Activity
 - Property Crimes
 - Interpersonal Crimes
 - Drug Related Crimes
13. Pattern of Maltx/Victimization: The Pattern of Maltx/Victimization chart compares different maltreatment and victimization data between the selected sites in the Chart Options tab:
- Any history of victimization or current worries
 - Lifetime History of Victimization
 - High Levels of Victimization
 - Past Year
 - Pas 90 Days
 - Current worry about victimization
14. Other HIV Risk: The Other HIV Risk chart compares the percentage of participants that are in different types of HIV Risk situations that involve needle use and unprotected sex between the two sites chosen in the Chart Options tab:
- Any past 90 day needle use
 - Any past 90 day sexual experience
 - Any past 90 day unprotected sex
 - Multiple sexual partners in past 90 days
15. Intake Screening All: The Intake Screening All chart compares the percentage of participants in regards to where they arrived from and what level of treatment they would be receiving between the two sites chosen in the Chart Options tab:
- Coming From
 - From Community
 - From Outpatient
 - From Juvenile Justice
 - From Other
 - Placement
 - Assigned to OP/IOP
 - Assigned to ST/MT/LT Res
 - Assigned to Other
16. Intake Screening Index: The Intake Screening All chart compares the percentage of participants in regards to where they arrived from and what level of treatment they would be receiving between the two sites chosen in the Chart Options tab:
- Coming From
 - From Community

- From Outpatient
 - From Juvenile Justice
 - From Other
 - Placement
 - Assigned to OP/IOP
 - Assigned to ST/MT/LT Res
 - Assigned to Other
17. Treatment Course: The Treatment Course chart compares the percentage of participants in regards to varying lengths of stay and different discharge statuses between the two sites chose in the Chart Options tab:
- Length of Stay
 - Still in treatment
 - Less than 30 days
 - 30-89 days
 - 90 or more days
 - Discharge Status
 - Completion
 - AMA/ASR
 - Transfer to further treatment
 - Other
18. Performance Rates: The Performance Rates chart compares the percentage of different rates between the two sites chosen in the Chart Options tab including recruitment and follow-up:
- Recruitment Percentage
 - TxSI Completion Percentage
 - 3 Month FU Rate Percentage
 - 6 Month FU Rate Percentage
 - 12 Month FU Rate Percentage
19. Unresolved GAIN Edits: The Unresolved GAIN Edits chart compares the percentage of GAIN Edits that need to be addressed between two sites.
20. ASAM LOC Clusters: The ASAM LOC Clusters chart the percentage of participants that are in each level of care group between two sites:
- 1.00 A Low-Low
 - 2.00 B Low-Mod
 - 3.00 C Mod-Mod
 - 4.00 D Hi-Low
 - 5.00 E Hi-Mod
 - 6.00 F Hi-Hi (CC)
 - 7.00 G Hi-Mod (Env Sx; PH TX)

Single Site Outcome Charts

The first category in the last column, titled Single Site Outcome Charts, contains charts with site-specific information regarding different outcome measures.

1. Substance Use and Abuse: The Substance Use and Abuse chart shows the percent of participants that have has a reduction of at least 50% or a score of 0 on the Substance Frequency and/or Substance Problem Scales from their intake to the last follow up:
 - Reduction of at least 50% or a score of 0 on the Substance Frequence Scales
 - Reduction of at least 50% or a score of 0 on the Substance Problem Scales
2. Criminal Justice and Illegal Activity: The Criminal Justice and Illegal Activity chart shows the percent of participants that had a 50% reduction or a score of 0 in scales or outcomes measures that deal with any illegal activity or the criminal justice system since their intake into treatment to their last follow up:
 - Reduction from intake of at least 50% on the Illegal Activity Scale
 - P90 no illegal activity at last follow-up
 - No past month criminal justice involvement at last follow-up
 - No illegal activity at 3 month interview
3. Emotional, Behavioral and Health: The Emotional, Behavioral and Health chart shows the percentages of participants that had a 50% reduction or a score of 0 in scales or outcomes measures that deal with any emotional, behavioral, or health issues since their intake into treatment to their last follow up:
 - Reduction from intake of at least 50% on the Health Problems Scale
 - Reduction from intake of at least 50% on the Emotional Problems Scale
 - Reduction from intake of at least 50% in behavioral problems
 - No major health problems at last follow-up
 - No major mental health problems at last follow-up
 - No major health problems at 3 month interview
 - No major mental health problems at 3 month interview
4. Family, Social and Recovery: The Family, Social and Recovery chart shows the percentages of participants that had a 50% reduction or a score of 0 in scales or outcomes measures that deal with any problems regarding their home life, social life, and recovery since their intake into treatment to their last follow up:
 - Reduction from intake of at least 50% in family problems
 - Reduction from intake of at least 50% on the Social Risk Index
 - Reduction from intake of at least 50% on the Recovery Environment Risk Index
 - Past month in the community at last follow-up
 - P90 No family/home problems at last follow-up
 - No family/home problems at 3 month interview

Two Site Comparison Outcome Charts

The second category in the last column, titled Two Site Comparison Outcome Charts, contains charts that are generated based on the two sites selected in the “Chart Options” tab. These charts compare these two sites in regards the same categories listed in the Single Site Comparison Outcome Charts. Please see above for details.

Follow-Up Charts

The third category in the last column, titled Follow-Up Charts, contains charts that details regarding sample sizes and follow-up rates:

1. **Sample Size & GAIN FU Rates**: The Sample Size & GAIN FU Rates chart lists the sample sizes of each interview wave and the GAIN follow-up rates for every agency.
2. **Sample Size & GAIN FU Selected Sites**: The Sample Size & GAIN FU Selected Sites chart lists the sample sizes of each interview wave and the GAIN follow-up rates for the two sites selected in the Chart Options tab.

Treatment Satisfaction Charts

The fourth category in the last column, titled Treatment Satisfaction Charts, contains charts that include information regarding the TxSI (Treatment Satisfaction Index).

1. Treatment Satisfaction Part 1: The Treatment Satisfaction Part 1 chart is a graph that shows the average rating of each question located in the first half of the TxSI.
2. Treatment Satisfaction Part 2: The Treatment Satisfaction Part 2 chart is a graph that shows the average rating of each question located in the second half of the TxSI.

Two Site Comp Tx Satisfaction Charts

The last category in the last column, titled Two Site Comp Tx Satisfaction Charts, contains charts that include information comparing scores on the TxSI between the two sites selected in the “Chart Options” tab. For more information about these charts, refer to the Treatment Satisfaction Charts section above.

➤ How are the Site Profiles transferred into Microsoft PowerPoint?

We have also provided an option to export the Site Profiles report into a PowerPoint presentation. At the bottom of the “Table of Contents” tab is an Export Options section. The “Generate PowerPoint Presentation” button will create a PowerPoint presentation containing each chart in the Site Profiles. Once the button is selected, PowerPoint will automatically open and every chart will be copied and pasted into a new PowerPoint presentation. Once all the charts have been transferred to PowerPoint, Excel will automatically close and the PowerPoint presentation will be saved as “Site Profiles_site.ppt”. After the file is saved, the presentation is ready for use. To enable the functionality of the “Generate PowerPoint Presentation” button, the template for the PowerPoint presentation must be saved in the same location as the Site Profiles report.

➤ **How can the Site Profiles be converted to Microsoft Word?**

We also provide the option to transfer this document into a Word document. On the menu bar from the PowerPoint presentation, select File → Send To → Microsoft Word. When the Write-Up window appears, choose the most appropriate page layout (options include notes next to slides, blank lines next to slides, notes below slides, blank lines below slides, or outline only) and then click OK. Once all the charts have been transferred to Word, the file will need to be saved.

➤ **How often is it distributed?**

The Characteristics and Outcomes Site Profiles report is prepared quarterly for each project. This report is distributed via e-mail to all agency Data Managers, Principle Investigators, and Program Directors each quarter.

➤ **Where can this report be accessed?**

All archived copies of the Site Profiles can be accessed on our APSS website which is located at <http://www.chestnut.org/LI/APSS/index.asp>. After selecting the project name, please log in using your agency's assigned login and password. If this information is needed, please contact your team lead on the Data Management Team at Chestnut Health Systems or e-mail the Data Management Team at datasubmit@chestnut.org.

After logging in, go to Multi-Site Collaboration Materials (located on the left side of the screen) → Reports (third link from the top in the center of the screen). There you will find all archived copies of this Site Profiles report. This report can then be copied from the APSS website onto a local network in order to manipulate and view the full contents of the report.