

## Record of Revisions to Patient Tracking Spreadsheet (Version 2)

Below is a record of revisions made by the AIMS Center to the Patient Tracking Spreadsheet. The purpose of this document is to inform spreadsheet users of any bug fixes or updates made to the spreadsheet since they began using it. The version number of your working spreadsheet can be found on the “Disclaimer” tab next to the date that it was signed.

The dates below indicate when users were notified via email about a revised version of the spreadsheet being made available, with the most recent updates appearing at the top of the page. It's *strongly encouraged* that you always use the most recent version of the spreadsheet, as there could be bug fixes that affect functionality. If you prefer to make the updates to your existing spreadsheet rather than downloading the new version and transferring your patient data, instructions on how to do so are provided below.

If you would like to subscribe to email updates, please fill out your information [here](#) (this is the same form used to download the blank spreadsheet).

### 6/14/18 – Current version is now Version 2.2.4

- **Revision:** Correct a formula error in cell A12 on the Statistics tab.
  - *Note:* This revision is critical to functionality.
- **How to perform this revision on your copy of the spreadsheet**
  - Unprotect the Statistics tab (no password is required)
  - Select cell A12 (percent of patients with 1+ follow-up contacts)
  - In the formula bar, change “E7” to “A11” and press Enter; it should now read =IFERROR(A11/A7,0)
  - Protect the Statistics tab

### 1/29/18 – Current version is now Version 2.2.3

- **Revision:** Correct faulty auto-filter alignment on Billable Minutes tab.
  - *Note:* This is an important revision to make to ensure data is properly aligned on the Billable Minutes tab.
- **How to perform this revision on your copy of the spreadsheet**
  - Instructions for making this revision manually can be found [here](#), but we suggest downloading a new copy of the spreadsheet.
- **Revision:** Added one additional metric to the Statistics tab to help identify patients on the caseload whose PHQ-9 scores are not improving and who have not been reviewed with the psychiatric consultant in the past 2 months.
  - *Note:* This is an optional but encouraged statistic to monitor.
- **How to perform this revision on your copy of the spreadsheet**

- It is suggested that you download a new copy of the spreadsheet if you would like to monitor this statistic.

### 1/10/18 – Current version is now Version 2.2.2

- **Revision:** Correct a formula error that causes an elevated follow-up PHQ-9 or GAD-7 score to replace the patient’s “Initial Score” in the top row on the Patient Tracking tab.
  - *Note:* This revision is critical to functionality.
- **How to perform this revision on your copy of the spreadsheet**
  - Unhide and unprotect the Data Prep worksheet
  - In cell T2, find the part of the formula that reads ("PHQSCORE"&G2,S1,0)
    - Change S1 to **S1:S1**
    - In the cell below it, change S2 to **S1:S2**, and continue adding “**S1:**” in front of all of the references until you get to around S1:S20
    - At this point, copy the formula down the remainder of the column, making sure to capture the very last row with data
  - Perform the same steps in cell U2, changing the part of the formula that reads ("GADSCORE"&G2,**R1**,0) to add “**R1:**” in front of all of the R references for about 20 rows, then copy it down the remainder of the column

