STOP Program Online Portal

Training Manual

STOP SMOKING TREATMENT for ONTARIO PATIENTS

SMOKE FREE ONTARIO

camh
Centre for Addiction and Mental Health
Centre de toxicomanie et de santé mentale

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Version 5.0

STOP Portal Training Manual for Practitioners

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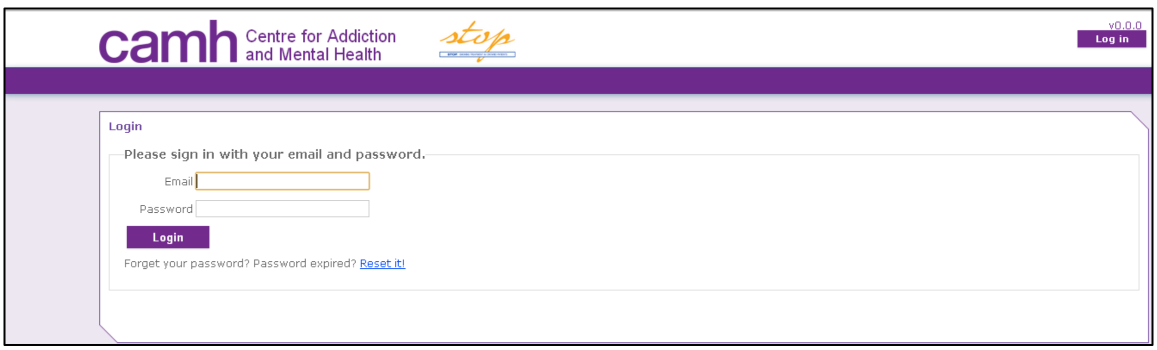
Introduction

The STOP (Smoking Treatment for Ontario Patients) Program is an initiative aimed at increasing the use of evidence-based smoking cessation treatment and improving smoking cessation outcomes by providing cessation medication – in combination with counselling support– to Ontario residents who wish to quit smoking cigarettes. The STOP Program is a joint initiative of the Centre for Addiction and Mental Health (CAMH) and the Government of Ontario.
This manual provides instructions on how to use the online STOP Portal for relevant participant interactions and medication management. This manual is supplementary to the STOP Operations Manual Version 5.0.

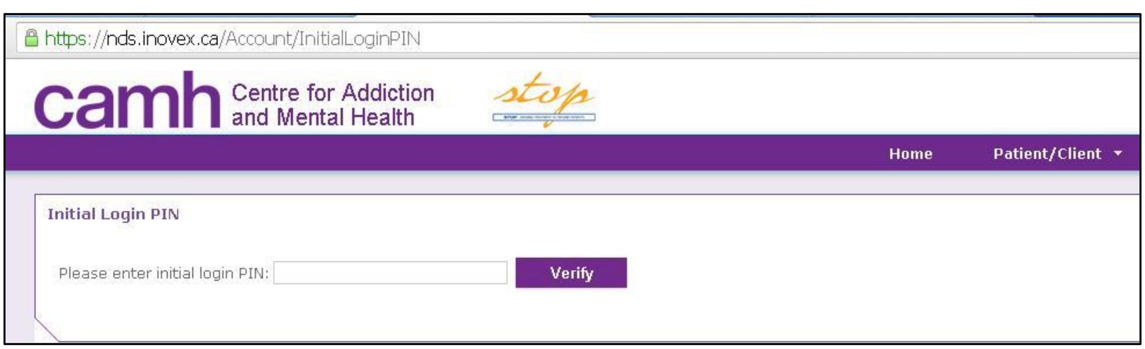
1.0 Login and Password

1.1 For your first time logging in to the STOP Portal, you will receive an email from STOP with the subject line “Welcome to the STOP Portal.” The email will contain a URL link and your temporary password.

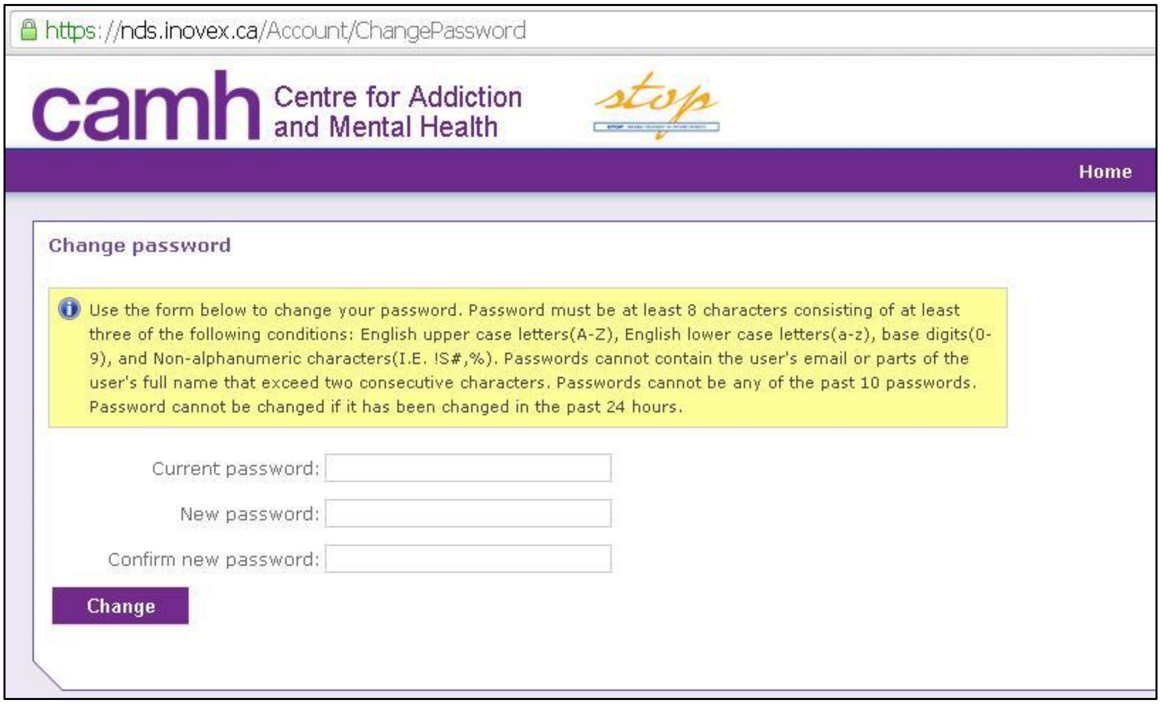
1.2 After clicking the link, please enter the email address to which your login information was sent, and the temporary password contained in the email (we recommend copying the password into the appropriate field).



1.3 You will be prompted to enter an Initial Login PIN. This PIN will be sent to you in a separate email from a member of the STOP team. This will only be needed when logging in the first time. It will not be needed for any subsequent log-ins.

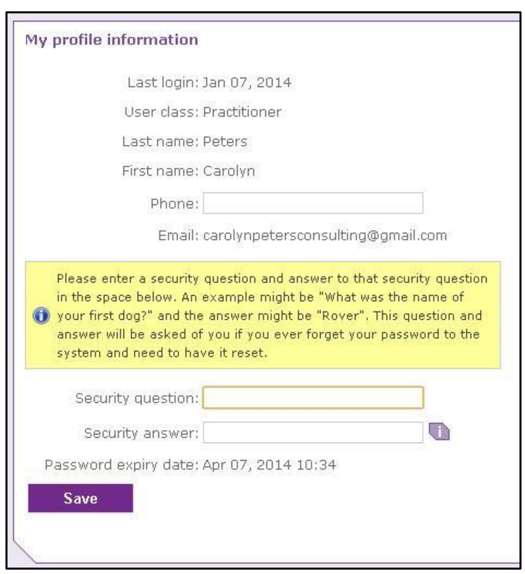


1.4 You will then be required to change your password. Be sure to read the condition requirements for your new password in the yellow box. Your “Current password” is the temporary one sent to you in the Welcome email.



1.5 Your profile information will then appear, and you will be prompted to create a security question. Be sure to read the condition requirements for your security question in the yellow box.

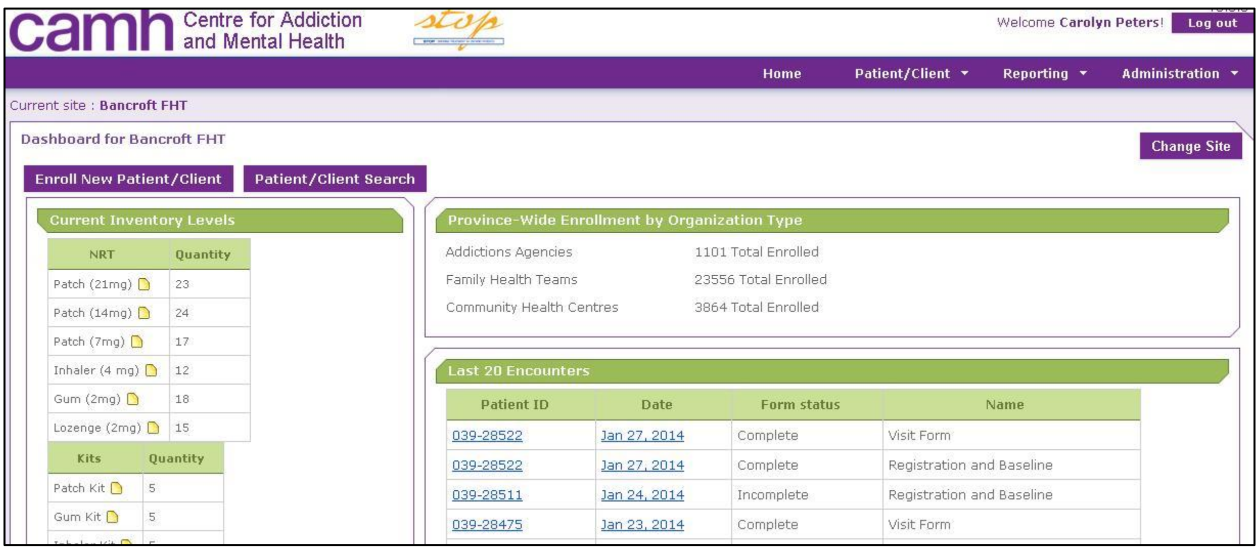
1.6 After clicking "Save," a drop-down menu may pop up asking which clinic you are trying to access. Please select your current clinic. This feature is relevant for practitioners who work at more than one organization and/or site.



2.0 Home Screen/Dashboard

2.1 On the Home Screen, the following features are available:

- 2.1.1 "Enroll New Patient/Client" quick access button
- 2.1.2 "Patient/Client Search" quick access button
- 2.1.3 Ability to "Change Site" (relevant for practitioners who work at more than one organization and/or site)
- 2.1.4 Current Inventory Levels
- 2.1.5 Last 20 Encounters with participants at your organization, along with date, the status of the form, and the reason for the encounter
- 2.1.6 Graphs with monthly enrollments and # of visits by month for your organization
- 2.1.7 Numbers of enrollments by each organization type across the province



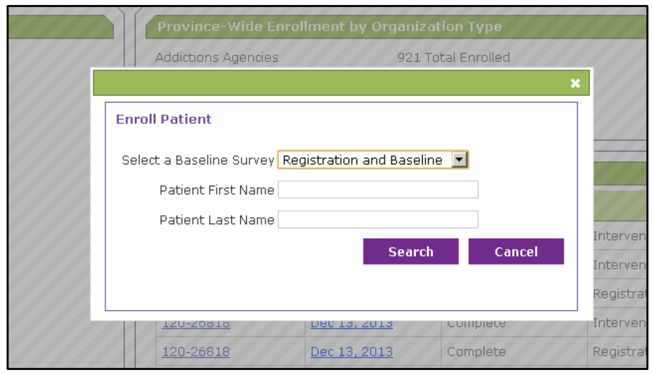
3.0 Enrolling a New Participant

NOTE: The STOP Portal will time out after a certain period of inactivity. Please remember to save if you step away from your computer while in the middle of completing a survey.

Name and Enrollment Date

3.1 On the Home Screen, click on "Enroll New Patient/Client" (or from Patient/Client drop-down menu, select "Enroll New Patient/Client"). A new pop-up (or page) will open.

3.2 Select "Registration and Baseline," and enter in the participant's First and Last Name in the respective fields.

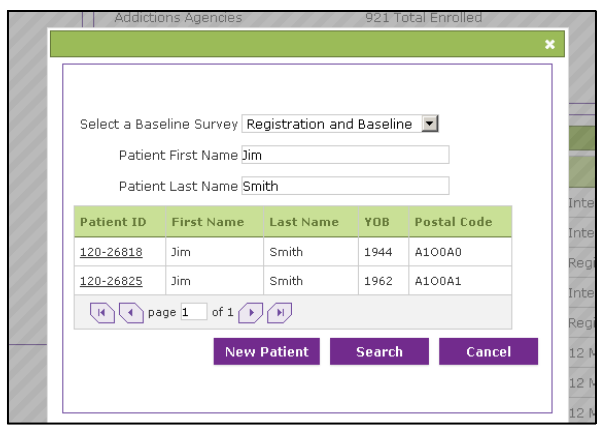


3.3 The STOP Portal will search to make sure that this participant is not already enrolled in the STOP Program at your site.

3.3.1 If the search results in "No records found", select "New Patient".

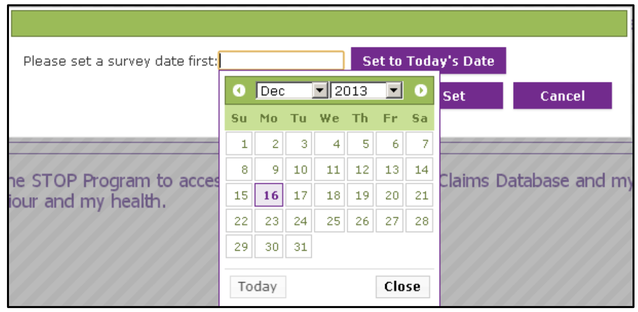
3.3.2 In the event a participant with the same name appears, but the Year of Birth (YOB) and Postal Code do not match, select "New Patient".

3.3.3 If the participant has already enrolled and appears in the system, click on their Patient ID to review their Patient Profile. If you want to dispense NRT and their consent is still valid and they have not exhausted the maximum 26 weeks of NRT allowance, proceed with an Intervention Form (see Section 3.20). **If their consent has expired, see Section 5.0 to re-enroll this participant.**



3.4 After selecting "New Patient," the Registration and Baseline Survey will be opened. A pop-up will prompt you to enter the survey date (***the date that the participant enrolled, which should match the date the participant and the practitioner signed the Consent Form***).

3.4.1 If enrolling a participant on today's date, select the "Set to Today's Date" button. If not, use the calendar tool to select the date that the participant actually enrolled and consented to participate in the STOP Program.



Consent Form and Contact Information

Consent Forms must be completed on paper first ***as per the instructions in the STOP Operations Manual*** before proceeding to complete the Registration and Baseline Questionnaires. The following instructions are specific to entering the information into the STOP Portal.

NOTE: Fields marked with a * are required

3.5 Choose participant's preferred language – English or French. If the preferred language is French, select "French" from the Survey Language drop-down menu at the top right of the page.

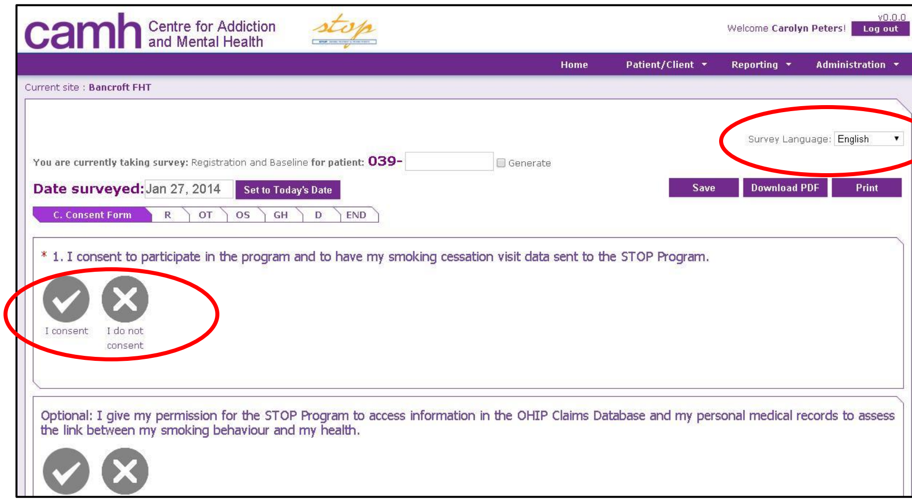
3.6 At the top of the screen, enter the participant's Patient ID number based on your organization's procedure for assigning a unique identifier to each participant.

3.6.1 *Reminder:* The Patient ID # must be unique and independent from OHIP number or any other Personal Health Information. Many sites use Electronic Medical Record (EMR) file numbers as Patient ID #. If you are unsure of the numbering system for your site, please contact a STOP Coordinator for assistance. The Portal also provides the ability to automatically generate a Patient ID. To generate a unique Patient ID through the Portal, check the Generate box beside the Patient ID field. *Please ensure that this Patient ID is transcribed onto the 'Site Use Only' box on the Consent Form and any other paper forms used.*

3.7 Ensure the online Date Surveyed matches the date the participant signed the paper STOP Program's Consent Form.

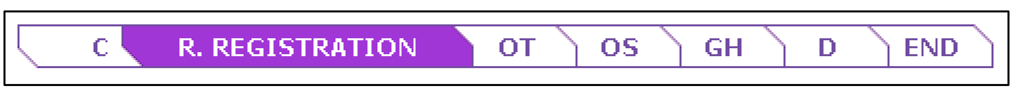
3.8 Select a **√**("I consent") or **X**("I do not consent") for the first Consent question. *Please note that you will* ***not*** *be able to enroll a participant in the STOP Portal if they have not consented to participate*! ***Therefore, you must select "I Consent" in order to proceed. If you click "I do not consent" by mistake, please click***

"Cancel" in the pop-up warning window. Please also note that the online consent is <u>not</u> equivalent to the Paper Consent. The Consent Form must always be completed on paper.



3.9 Continue entering all of the information from the participant's Consent Form, including Name and Contact Information. After filling in all applicable fields, click "Next."

3.9.1 Clicking on "Save" will save the information, but will not bring up the next screen. Scroll down to the bottom of the screen and select "Next," or select the "R. Registration" tab at the top of the screen to continue enrolling the participant.



Registration Information

This part of the survey asks for further participant information (Date of Birth, Gender, Height, and Weight), as well as questions related to their cigarette smoking.

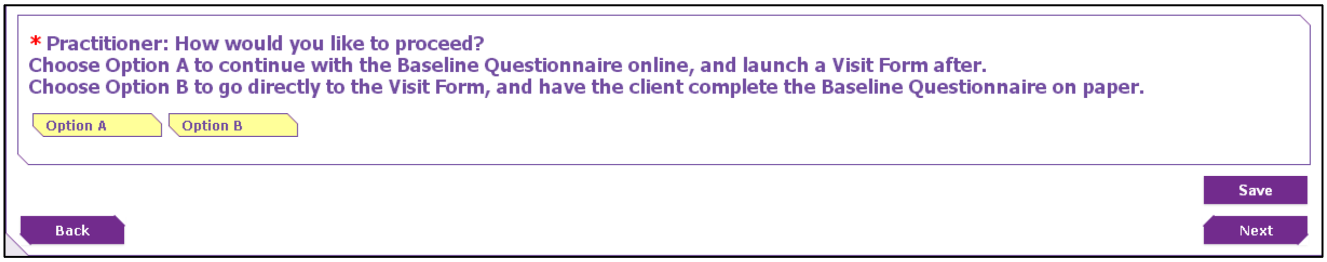
NOTE: Questionnaires are dynamic. New questions may appear depending on the responses of the previous questions (built-in skip logic).

3.10 Read all text in blue to the participant, and complete all questions on the screen. A response for every question on this page is <u>required</u>.

3.10.1 If entering paper forms into the STOP Portal after the participant has left your office, please choose "answer omitted" for questions that were left unanswered.

3.10.2 Please note that new questions may appear depending on the responses of the previous questions (built-in skip logic).

3.11 At end of the form, select either Option A or Option B.



Option A → Continue with the Baseline Questionnaire online, and launch an Intervention/Visit Form after
Option B → Go directly to the Intervention/Visit Form, and have the participant complete the Baseline Questionnaire on paper

Please note that if option B is chosen, STOP Implementers will not have the ability to go back and enter the Baseline Questionnaire on the Portal once the participant has completed the paper form. The Baseline Questionnaires need to be sent to STOP for data entry. Therefore, we strongly recommend that Option A be used, as it ensures that the Baseline Questionnaire is entered directly into the Portal. As a result, there will be no data entry delay at STOP, and you will have the most complete and up-to-date information for each participant. Additionally, the online Portal has built-in skip logics and prompts that facilitates the completion of the Baseline questionnaire.

Baseline Questionnaire

<u>Option A:</u> *Baseline Questionnaire to be completed online*

3.12 Complete with the participant the E-Cigarette Use (E-CIG) section, then select “Next”.

3.13 Complete with the participant the Other Substances (OS) section, then select “Next”.

3.13.1 If required, complete with the participant the AUDIT-10 (A10) section, then select “Next”.

3.14 Complete with the participant the General Health (GH) section, then select “Next”.

3.15 Complete with the participant the Demographics (D) section, then select “Next”.

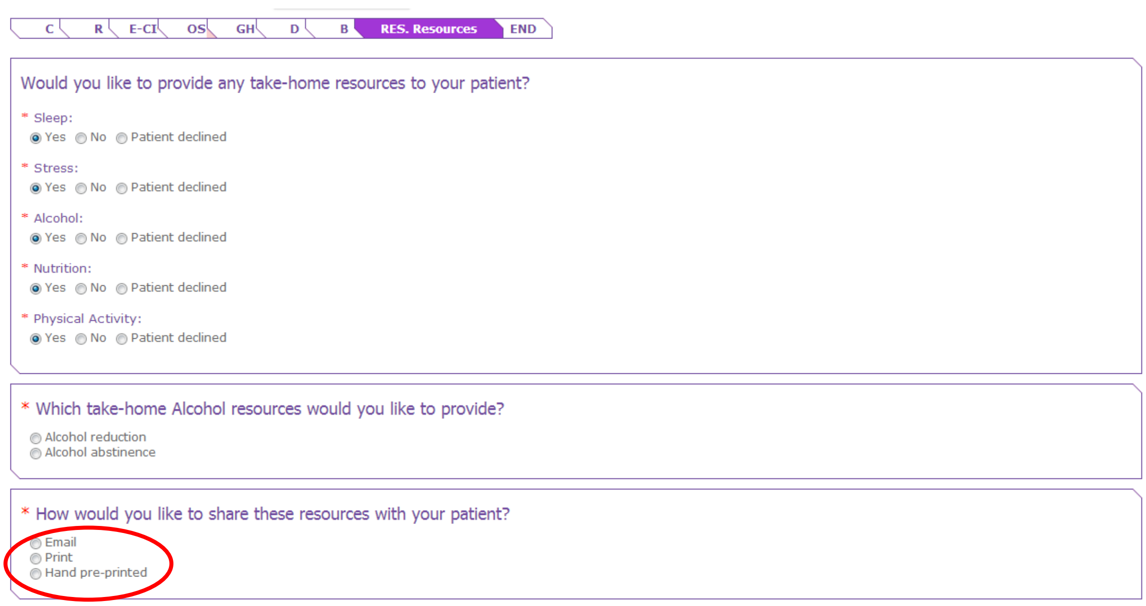
3.16 Complete with the participant the Background (B) section, then select “Next”.

3.17 If applicable, follow the instructions on the Resources (RES) section. You can choose to provide one or more educational take-home resources to the participant, which are housed on the CAMH website. These can be shared via email, print, or hand pre-printed.

3.17.1 <u>Email:</u> Email field will auto-populate with patient's email address; email will contain URLs to selected resources on CAMH website.

3.17.2 <u>Print:</u> Portal will generate PDF of selected resources to print after you have completed enrollment.

3.17.3 <u>Hand pre-printed:</u> You can print multiple copies in advance and hand the participant a pre-printed copy.



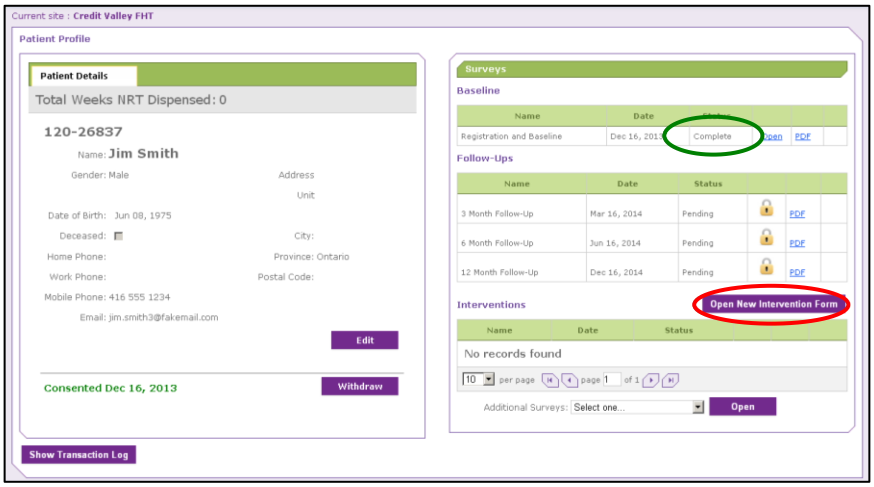
3.18 In the End section, enter any additional Comments or Follow-Up notes, if applicable.

3.19 Click "Finish" to complete the Baseline Questionnaire.

3.19.1 Please note that the participant may choose to not answer a question, but we ask that they do their best to answer all questions. If the participant is unable to provide a response, select "Don't know/prefer not to answer". If entering paper forms into the STOP Portal after the participant has left your office, please choose "answer omitted" for questions that were left unanswered.

*At any point, the Registration and Baseline Questionnaire can be printed by clicking on "**Print**" at the top right of the page. If you wish to save this information to the patient's EMR, you can also download and save the survey as a PDF file by clicking the "**Download PDF**" button. All responses entered will be included in the Print/PDF. These options are also available from the Patient Profile.*

The **Patient Profile** will now appear on your screen. The Registration and Baseline status should now be Complete. If you are dispensing NRT to this participant, an Intervention (Visit) Form needs to be completed. Click on "Open New Intervention Form" to proceed.



If you select **Option B** at the end of the Registration tab: *The Intervention (Visit) Form will open immediately. The Baseline Questionnaire will need to be sent to STOP once the participant has filled out the paper copy. You will not have the ability to enter the responses from the Baseline Questionnaire once this option is selected.* ***Please note that any paper forms sent to STOP may take up to 60 days to be entered into the STOP Portal.***

Intervention (Visit) Form

3.20 On the right side of the Patient Profile, select "Open New Intervention Form".

3.21 Check that the Date Surveyed is the date that the participant actually met with the practitioner for their visit. The default is set to today's date; however, this may not be the same date that the Visit took place.

3.22 Ask the participant each question/answer the questions for the practitioner as required, and enter your name (or the name of the practitioner who completed the visit). Click "Next".

3.23 The next tab allows you to record the NRT. Select "Yes" if you are prescribing NRT at this visit. A table will appear (see below) for you to input:

3.23.1 The number of weeks you are dispensing for

3.23.2 The NRT products being provided to the participant at this visit. You must include the Number of Boxes and the Lot Number for each product.

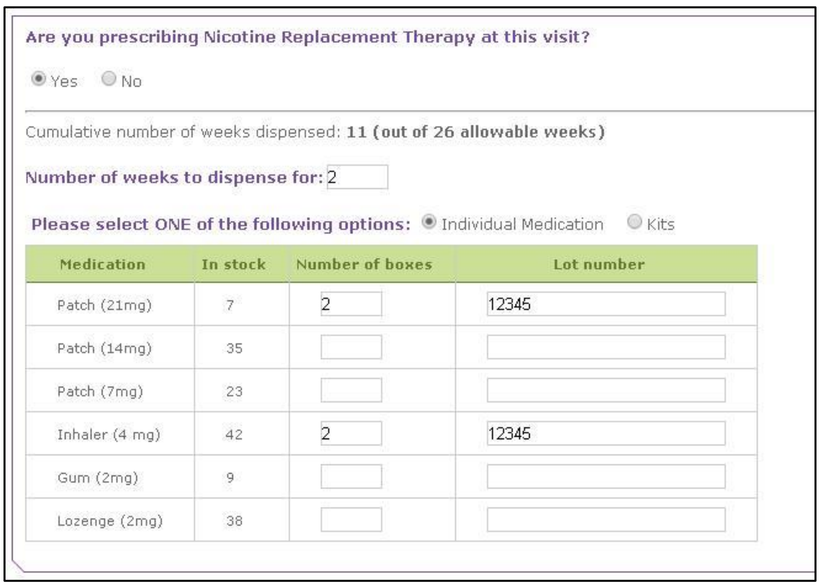
3.23.3 *Please make sure to follow the NRT Dispensing rules and guidelines outlined in the STOP Operations Manual.*

3.24 Enter any comments, if applicable.

3.24.1 **Please note that you may not dispense more than 4 weeks of NRT products at a time.** In rare circumstances, if you need to dispense more than 4 weeks of individual NRT products at one time, you are required to indicate the reason as well as the name of the STOP Coordinator who approved the request in advance of the Visit.

3.25 Click on "Finish" to submit the Visit Form.

3.25.1 The NRT dispensed to the participant will automatically be subtracted from your inventory. The total number of weeks of NRT received by the participant will also automatically be updated, and can always be found on the upper left of the Patient Profile.



Are you prescribing Nicotine Replacement Therapy at this visit?

Yes No

Cumulative number of weeks dispensed: **11 (out of 26 allowable weeks)**

Number of weeks to dispense for: 2

Please select ONE of the following options: Individual Medication Kits

Medication	In stock	Number of boxes	Lot number
Patch (21mg)	7	2	12345
Patch (14mg)	35		
Patch (7mg)	23		
Inhaler (4 mg)	42	2	12345
Gum (2mg)	9		
Lozenge (2mg)	38		

4.0 Searching for an Existing Participant

4.1 From the Home Screen, click on "Patient/Client Search" (or from Patient/Client drop-down menu, select "Patient/Client Search").

4.2 Participants can be searched by any of the following variables (you can also perform compound searches): First Name, Last Name, Patient ID, Year of Birth, and Enrollment Date. Partial information may also be searched, such as by first initial or the first few letters of last name.

5.0 Re-Enrolling a Participant

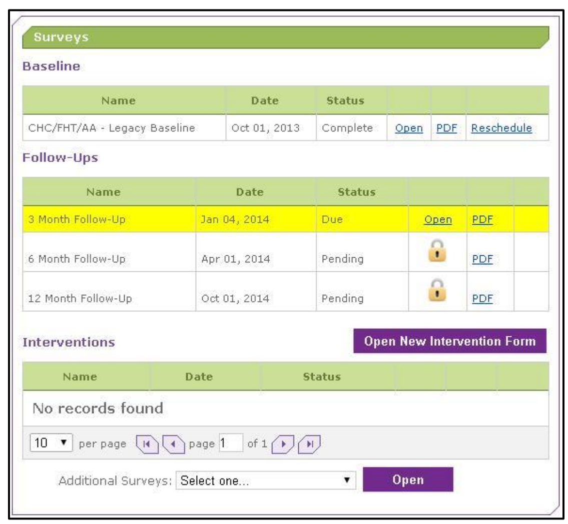
In the event that a participant is marked as “Withdrawn” or “Consent Expired” on their profile (this will be displayed in red, near their consent date), but the participant wishes to re-enroll in the program, **a new Consent Form, Registration and Baseline survey will need to be completed**. *Please note that participants can withdraw consent during their follow-up survey with CAMH staff. Practitioners at that site will be notified automatically by the STOP Portal notification system.*

5.1 Take note of (write down) the original Patient ID # of the participant. The <u>new</u> Patient ID will be similar, but with the prefix “**R1-**” (e.g., if the original Patient ID is 12345, then the new Patient ID will be R1-12345). If it is the second re-enrollment, you would add “**R2-**” to the ID#, and so on.

5.2 Complete the enrollment as if you were enrolling a new participant (see Section 3.0).

6.0 Conducting a Follow-Up Survey

When a participant comes in to your organization and their 3, 6 or 12-month follow-up survey is due, you may complete the survey in-person with the participant.



6.1 After opening a Patient Profile, if you see that a survey is highlighted in yellow under Follow-Ups, this means that this survey is due. Click on “Open” in the row that is highlighted yellow to launch the survey.

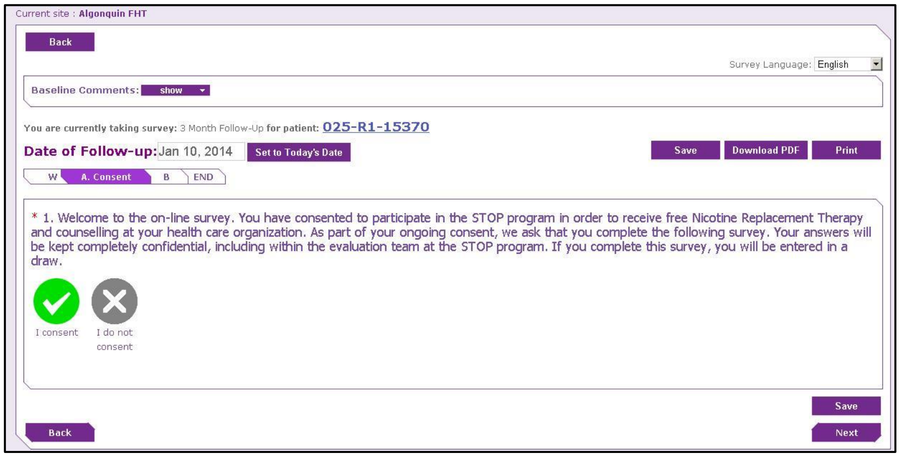
6.2 The date should default to today’s date; please confirm at the top of the first page.

6.3 Read the blue text to the participant (using preferred language – English or French). If the preferred language is French, select “French” from the Survey Language drop-down menu at the top right of the page.

6.4 Click on “Next” to begin the survey.

6.5 After choosing “I consent,” click “Next.”

6.5.1 **Consent:** If the participant is unwilling to answer the questions for the follow-up at this time, they can still participate in the STOP Program. They will receive an email or a call from a STOP staff member to conduct the survey at a future date. In this case, do **NOT** click “I do not consent”; please go back to the Patient Profile by clicking on the Patient ID# link at the top of the page.



6.6 On Tab B of the Follow-Up Survey, ask the participant each question as it appears on the screen. A participant may choose to not answer a question, but we ask that they do their best to answer all questions. If the participant is unable to provide a response, select "Don't know/prefer not to answer".

6.7 New questions may appear depending on the responses of the previous questions (built-in skip logic).

6.8 Click "Next" at the bottom of the screen.

6.9 On the End tab, click "Finish" to submit the survey. This will take you back to the Patient Profile.

6.10 On the Patient Profile, the status of this survey in the Follow-Ups section will now indicate that the survey is Complete.

7.0 Deceased Participants

In the event that you find out that one of your STOP participants has passed away, if their consent is still 'active' (not expired), their Patient Profile needs to be updated. You do not need to update profiles for participants that no longer have an active profile.

7.1 On the Patient Profile, select "Edit" on the left side of the page (under Patient Details).

7.2 Check the box next to "Deceased" and click "Save". *This action cannot be reversed.*

7.3 The Patient Profile will now state that the participant is deceased, and all surveys will be locked.

7.4 **If marking a participant as deceased, <u>please contact a STOP Coordinator</u>. A Serious Adverse Event report must be completed and submitted to the CAMH Research Ethics Board.**

8.0 Withdrawing a Participant

In the event that a participant chooses to withdraw their consent to participate in the STOP Program, their Patient Profile needs to be updated. **PLEASE NOTE that this action**

cannot be reversed and the participant will no longer be eligible to receive STOP Program NRT, or participate in any follow-up surveys.

8.1 On the Patient Profile, click the "Withdraw" button located on the left side of the page beside the Consent Date. This will open a pop-up box that asks you to confirm that you wish to withdraw the participant's consent. Please add a comment describing why and when the participant asked to be withdrawn.

   8.1.1 Please note that the "Withdraw Consent" is a permanent feature. Do NOT withdraw participants if they discontinue the use of NRT, fail to attend follow-up appointments, or relapse to smoking. This feature is only to be used if the participant explicitly asks you to withdraw them from the study.

8.2 Click the "OK" button in the pop-up box to withdraw the participant's consent. *This action cannot be reversed!*

8.3 The Patient Profile will now indicate in red that the participant's consent has been withdrawn. Any comments made will be accessible by hovering your cursor over the icon to the right of the *Consent Withdrawn* notice.

8.4 At the top right of the page, a highlighted note will appear indicating that all the participant's surveys are locked due to their consent being withdrawn.

8.5 Once withdrawn, the participant is no longer eligible to receive NRT unless they re-enroll in the program (see Section 5.0). You will not be able to launch a new Visit Form for the participant.

NOTE: Deceased participants are updated via the Deceased checkbox (see Section 7.0), not by withdrawing them.

9.0 Inventory Management

Inventory Ordering

The STOP Portal allows **Main Collaborators** to order and receive new NRT inventory for their organization. Only those with a Collaborator account can place an order for NRT.

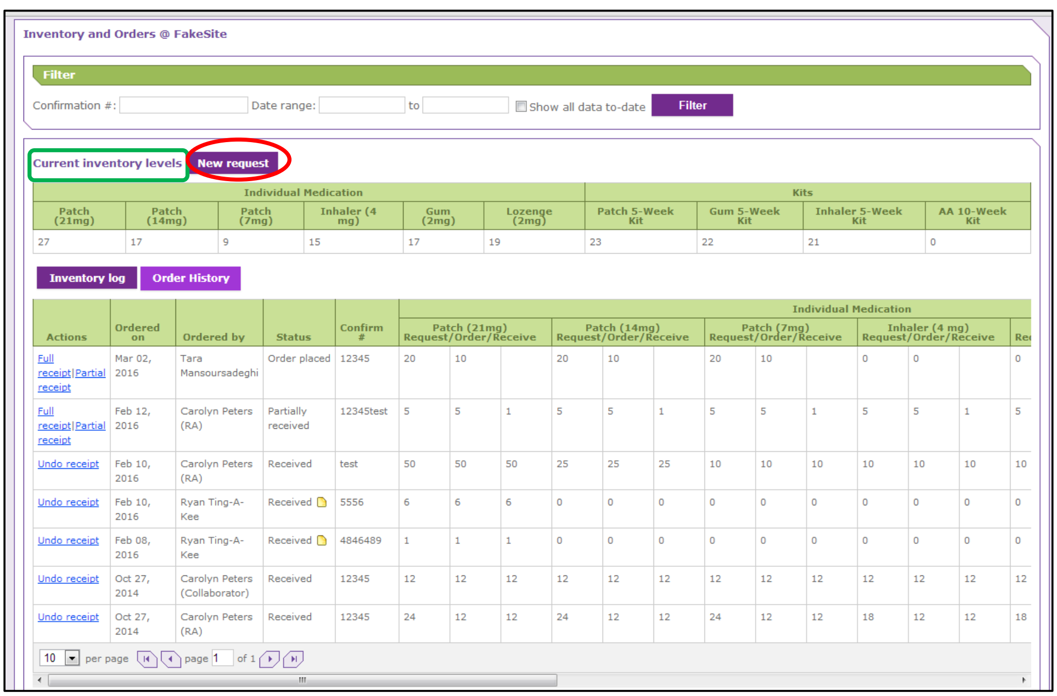
The NRT new request system is set up so that the Collaborator at each site can place a request online. At CAMH, our staff will review all the requests, and place the actual orders with our supplier. The advantage to this system is that all inventory movement (NRT received and dispensed) is electronically tracked.

The actual amount ordered by CAMH will appear in the Order History. Once the NRT order has been received by you, the amount displayed will be the amount of NRT that CAMH actually *ordered*, which may not necessarily be the amount requested by the Collaborator. We will do our best to accommodate all requests.

Step 1	**Step 2**	**Step 3**
Collaborator makes new inventory request in the Portal	**STOP staff at CAMH review request and place order with supplier**	**Collaborator will note full or partial receipt of CAMH order in the Portal once it is delivered**

9.1 From the “Administration” drop-down menu at the top of any screen, select “Inventory and Orders”. Your Current Inventory levels and your Order History will be displayed.

9.1.1 Before placing a new NRT order request, it is very important to ensure that your online inventory matches the actual count of NRT at your site. Make sure all previous orders are received, all outstanding Visit Forms (if any) are entered, all expired products are taken out, and all product movements are documented through an Inventory Adjustment on the Portal.



Individual Medication						Kits			
Patch (21mg)	Patch (14mg)	Patch (7mg)	Inhaler (4 mg)	Gum (2mg)	Lozenge (2mg)	Patch 5-Week Kit	Gum 5-Week Kit	Inhaler 5-Week Kit	AA 10-Week Kit
27	17	9	15	17	19	23	22	21	0

Actions	Ordered on	Ordered by	Status	Confirm #	Individual Medication												Re
					Patch (21mg) Request/Order/Receive			Patch (14mg) Request/Order/Receive			Patch (7mg) Request/Order/Receive			Inhaler (4 mg) Request/Order/Receive			
Full receipt|Partial receipt	Mar 02, 2016	Tara Mansoursadeghi	Order placed	12345	20	10		20	10		20	10		0	0		0
Full receipt|Partial receipt	Feb 12, 2016	Carolyn Peters (RA)	Partially received	12345test	5	5	1	5	5	1	5	5	1	5	5	1	5
Undo receipt	Feb 10, 2016	Carolyn Peters (RA)	Received	test	50	50	50	25	25	25	10	10	10	10	10	10	10
Undo receipt	Feb 10, 2016	Ryan Ting-A-Kee	Received	5556	6	6	6	0	0	0	0	0	0	0	0	0	0
Undo receipt	Feb 08, 2016	Ryan Ting-A-Kee	Received	4846489	1	1	1	0	0	0	0	0	0	0	0	0	0
Undo receipt	Oct 27, 2014	Carolyn Peters (Collaborator)	Received	12345	12	12	12	12	12	12	12	12	12	12	12	12	12
Undo receipt	Oct 27, 2014	Carolyn Peters (RA)	Received	12345	24	12	12	24	12	12	24	12	12	18	12	12	18

9.2 Click the “New Request” button. A pop-up box will open with a list of the NRT products available to order. Type in the amounts you are requesting in the “Ordered” column. Use your “Average Monthly Usage” and your “Current Inventory” levels displayed in the other two columns to estimate quantities you are ordering.

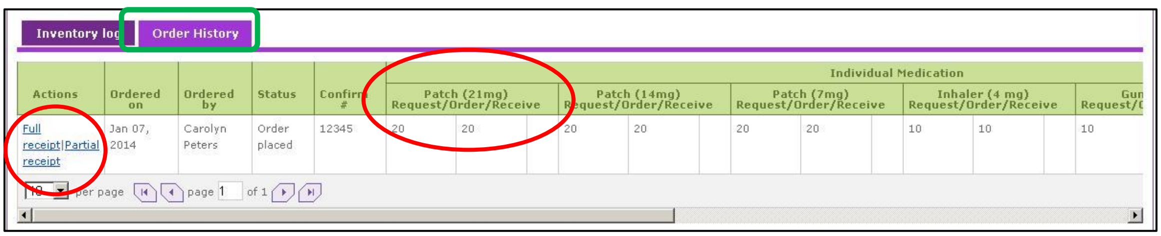
9.2.1 Ideally, your new request plus your current inventory should last for about two months. **[Your new request= (your average monthly usage x 2) – (your current inventory)]**

9.3 Click “OK” to place your request.

9.4 STOP staff will receive notification that a request for NRT has been placed.

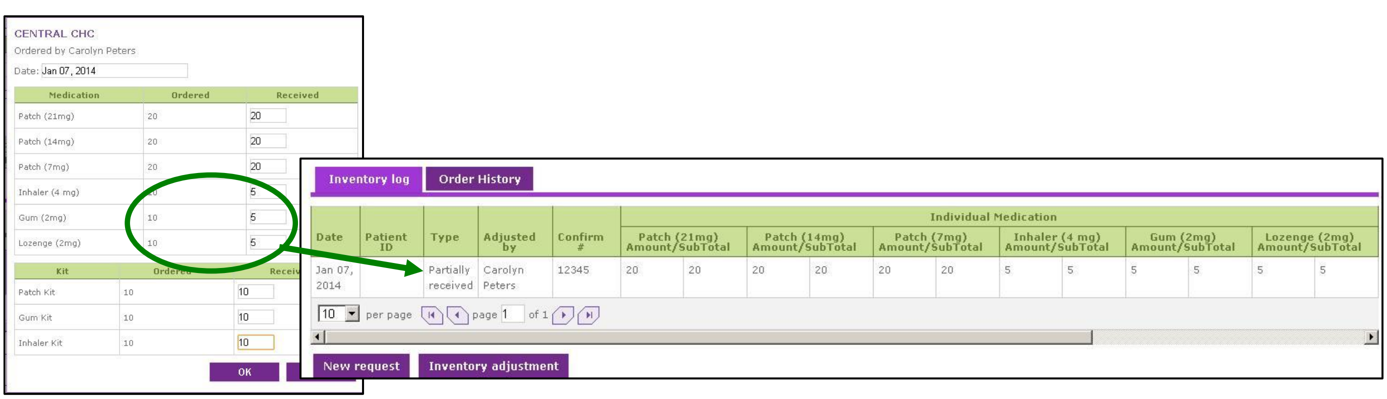
9.5 When STOP staff have placed the NRT order with our supplier, the Order History will show both the “Request” made and the “Order” placed.

9.6 Once the NRT shipment is received, the Collaborator will log in and go to “Inventory and Orders” to update the status. Select either *Full Receipt* (if the full order was received), or *Partial Receipt* (if the products that were received are different from the order placed by CAMH). In the event of a partial receipt, only enter in the product amounts that were actually received. Tracking can then be done on what is still outstanding (contact your STOP Coordinator).

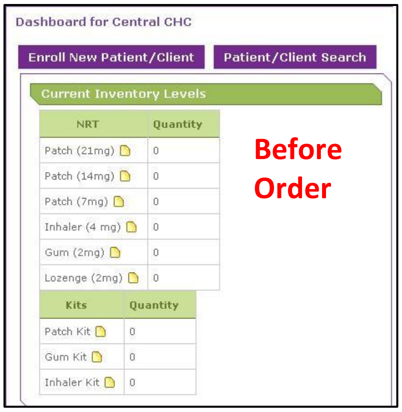


9.7 The Inventory Log should now reflect the new amount of inventory at your organization/site.

NOTE: STOP staff may not be able to fulfill the requested amount from the Collaborator because supply of one particular NRT product may temporarily be limited. In the event that the amount ordered does not match the request, but matches the amount received, it is <u>not</u> considered a partial receipt. A partial receipt is only if the amount *received by courier* does not match the *order submitted by STOP* staff to our supplier.

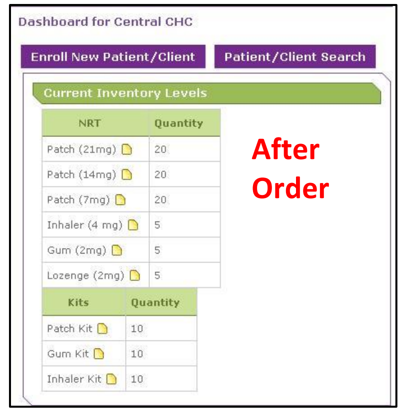


9.8 The Current Inventory Levels on the Dashboard (Home Screen) will also be updated to reflect the receipt of the new NRT order.



NRT	Quantity
Patch (21mg)	0
Patch (14mg)	0
Patch (7mg)	0
Inhaler (4 mg)	0
Gum (2mg)	0
Lozenge (2mg)	0

Kits	Quantity
Patch Kit	0
Gum Kit	0
Inhaler Kit	0



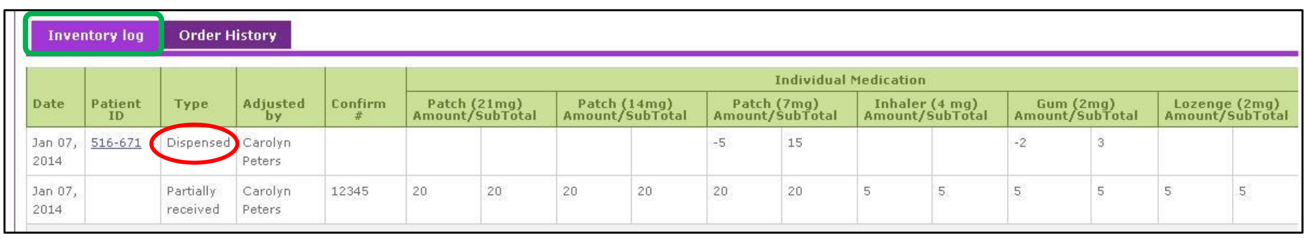
NRT	Quantity
Patch (21mg)	20
Patch (14mg)	20
Patch (7mg)	20
Inhaler (4 mg)	5
Gum (2mg)	5
Lozenge (2mg)	5

Kits	Quantity
Patch Kit	10
Gum Kit	10
Inhaler Kit	10

Dispensing and Logging NRT

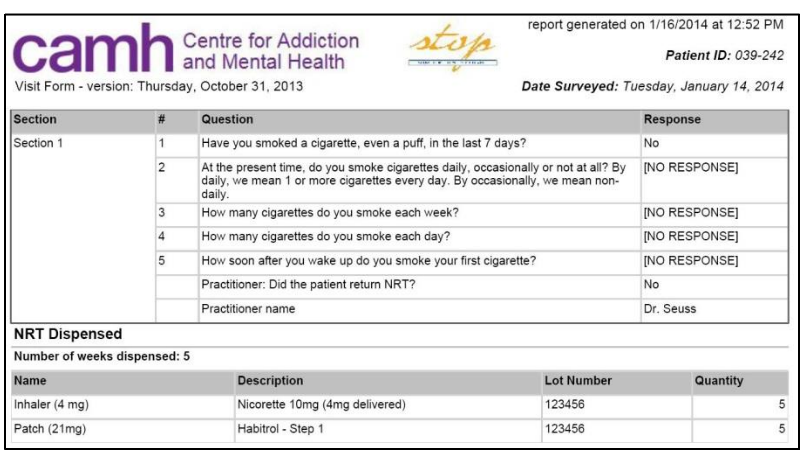
Please refer to the Intervention (Visit) Form instructions (in Section 3.0).

9.9 After NRT is dispensed to a participant (and logged in the STOP Portal via a Visit Form), your inventory levels will automatically be adjusted. This will be reflected in the Inventory Log (see example below).



Date	Patient ID	Type	Adjusted by	Confirm #	Individual Medication											
					Patch (21mg) Amount/SubTotal		Patch (14mg) Amount/SubTotal		Patch (7mg) Amount/SubTotal		Inhaler (4 mg) Amount/SubTotal		Gum (2mg) Amount/SubTotal		Lozenge (2mg) Amount/SubTotal	
Jan 07, 2014	516-671	Dispensed	Carolyn Peters						-5	15			-2	3		
Jan 07, 2014		Partially received	Carolyn Peters	12345	20	20	20	20	20	20	5	5	5	5	5	5

9.10 To view the NRT last dispensed to a participant, go to their Patient Profile. Under Interventions on the right side of the page, you can either select "Open" (to view online) or "PDF" beside the most recent Visit Form completed. By downloading the PDF, you can choose to save or print the Visit Form. By viewing it online, the NRT dispensed will be shown on the End tab (click "Next").



Section	#	Question	Response
Section 1	1	Have you smoked a cigarette, even a puff, in the last 7 days?	No
	2	At the present time, do you smoke cigarettes daily, occasionally or not at all? By daily, we mean 1 or more cigarettes every day. By occasionally, we mean non-daily.	[NO RESPONSE]
	3	How many cigarettes do you smoke each week?	[NO RESPONSE]
	4	How many cigarettes do you smoke each day?	[NO RESPONSE]
	5	How soon after you wake up do you smoke your first cigarette?	[NO RESPONSE]
		Practitioner: Did the patient return NRT?	No
		Practitioner name	Dr. Seuss

NRT Dispensed

Number of weeks dispensed: 5

Name	Description	Lot Number	Quantity
Inhaler (4 mg)	Nicorette 10mg (4mg delivered)	123456	5
Patch (21mg)	Habitrol - Step 1	123456	5

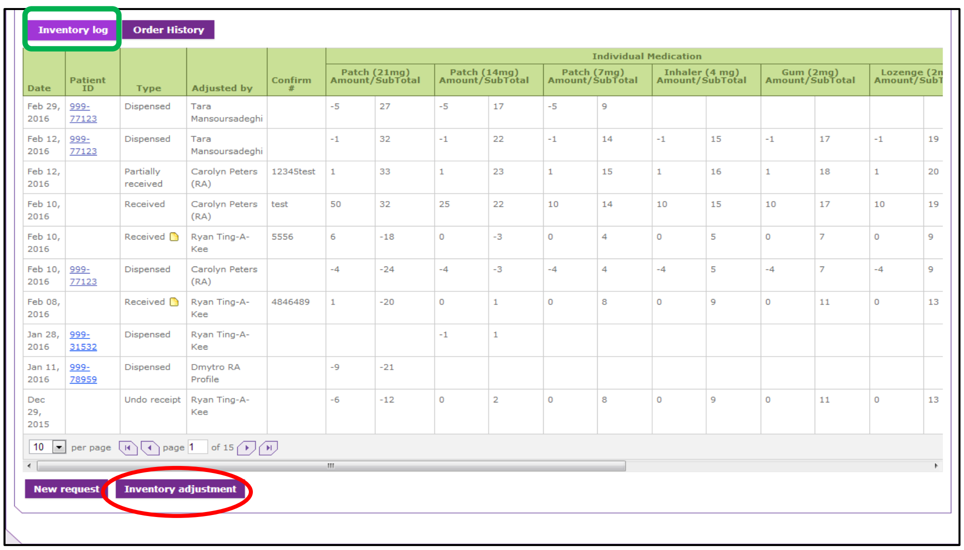
NOTE: All participants enrolled before January 1, 2014 will not have accurate Total Weeks of NRT displayed on their Patient Profile as intervention data from the previous forms did not accurately collect the number of weeks of NRT dispensed.

Inventory Adjustment

An inventory adjustment needs to be completed if the actual amount of inventory in stock at your organization does not match the inventory levels of the online Inventory Log. This may happen in the following situations:

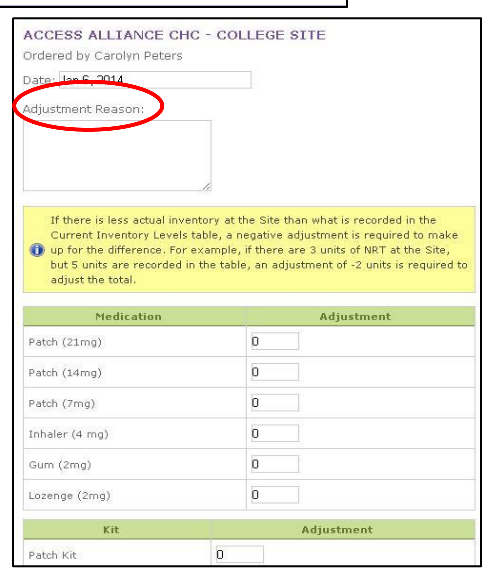
- When NRT (e.g. expired or soon to expire) is returned to the STOP office
- When NRT is sent to another site, or received from another site
- When a box of NRT is opened for sampling by participants

9.11 Go to “Inventory Log” from the “Inventory and Order” page and click on “Inventory Adjustment”. A pop-up box will open with a list of the NRT products.



Date	Patient ID	Type	Adjusted by	Confirm #	Patch (21mg) Amount	SubTotal	Patch (14mg) Amount	SubTotal	Patch (7mg) Amount	SubTotal	Inhaler (4 mg) Amount	SubTotal	Gum (2mg) Amount	SubTotal	Lozenge (2n Amount	SubT
Feb 29, 2016	999-77123	Dispensed	Tara Mansoursadeghi		-5	27	-5	17	-5	9						
Feb 12, 2016	999-77123	Dispensed	Tara Mansoursadeghi		-1	32	-1	22	-1	14	-1	15	-1	17	-1	19
Feb 12, 2016		Partially received	Carolyn Peters (RA)	12345test	1	33	1	23	1	15	1	16	1	18	1	20
Feb 10, 2016		Received	Carolyn Peters (RA)	test	50	32	25	22	10	14	10	15	10	17	10	19
Feb 10, 2016		Received	Ryan Ting-A-Kee	5556	6	-18	0	-3	0	4	0	5	0	7	0	9
Feb 10, 2016	999-77123	Dispensed	Carolyn Peters (RA)		-4	-24	-4	-3	-4	4	-4	5	-4	7	-4	9
Feb 08, 2016		Received	Ryan Ting-A-Kee	4846489	1	-20	0	1	0	8	0	9	0	11	0	13
Jan 28, 2016	999-31532	Dispensed	Ryan Ting-A-Kee				-1	1								
Jan 11, 2016	999-78959	Dispensed	Dmytro RA Profile		-9	-21										
Dec 29, 2015		Undo receipt	Ryan Ting-A-Kee		-6	-12	0	2	0	8	0	9	0	11	0	13

9.12 When completing an inventory adjustment, you must enter the reason for the adjustment in the comments section of the Inventory Adjustment pop-up box.



Medication	Adjustment
Patch (21mg)	0
Patch (14mg)	0
Patch (7mg)	0
Inhaler (4 mg)	0
Gum (2mg)	0
Lozenge (2mg)	0

Kit	Adjustment
Patch Kit	0

9.13 The Inventory Adjustment table works by addition and subtraction. For example, if a box of lozenges is opened for sample, you will need to enter “-1” in the table for lozenges.

10.0 Reporting

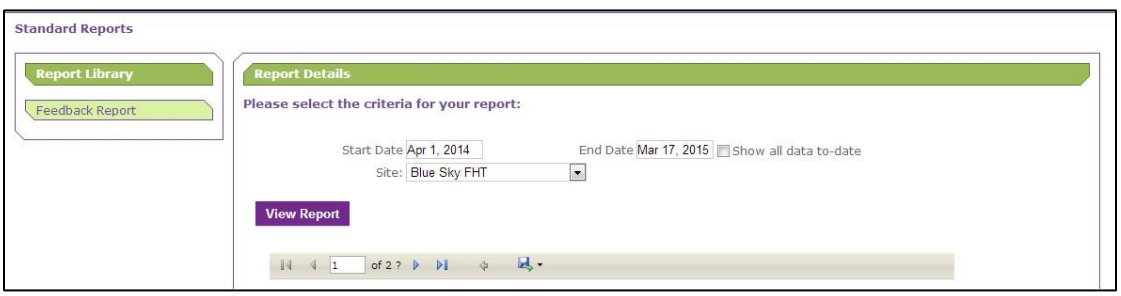
Feedback Reports are available for download under the Reporting Menu. This report contains information from the Registration, Baseline, and Visit Questionnaires, as well as outcome data from the 3-, 6- and 12-month Follow-Up surveys. Your organization data will be displayed alongside data for other organizations of the same type.

Data for the Feedback Report are only available from January 1, 2014 onwards as we cannot link data prior to the STOP Portal's launch. Each organization that participated in STOP prior to 2014 should have received a report in March 2014 with all of their data up to the end of 2013.

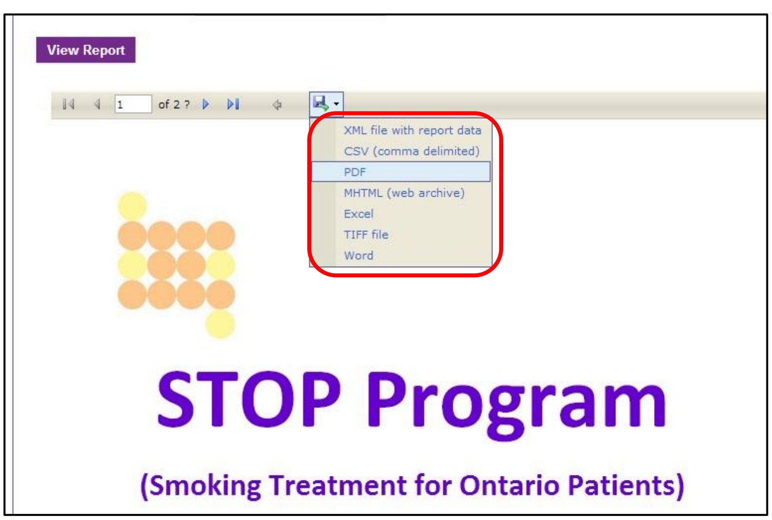
When reviewing your report, please be conscious of small sample sizes, particularly if your organization only enrolls a few patients/clients each month or if you are selecting a short period of time for review.

Finally, if your organization has several locations that are considered 'separate' in the Portal ('multi-site'), then you will have to download a separate report for each site (they cannot be combined). Conversely, organizations that are 'collapsed' in the Portal cannot generate separate reports for each of their locations.

10.1 To download your report, select a Start Date and an End Date (and site if you belong to more than one site), and Click View Report. The report will take about 10-15 seconds to load.



10.2 Once the report loads, it can be viewed by selecting the blue arrow to scroll through the pages or it can be downloaded into a variety of formats (see image below).



All participants who at one time enrolled in the program as of January 1, 2014, regardless of their current status, are included in enrollment, demographic and baseline data. Participants who have withdrawn are not included in the “due for follow-up numbers”; but if they completed a follow-up survey prior to withdrawing, these data are included.

Participants who re-enroll are counted as separate, unique participants for the purpose of this report.

A couple of notes about the data included in the report:

1. Cumulative total of enrollments counts only for the date range specified.
2. Number of cigarettes per day (CPD) is for daily smokers only.
3. The percentages for comorbidities do not add up to Total Comorbidities as a participant may have more than one.
4. The number of participants indicating “not at all” for their smoking status and the number categorized as “yes” to the 7-day point prevalence abstinence (7-day PPA) question will not always match as these come from two different questions in the follow-up survey which participants may answer differently. For example, some participants identify as non-smokers (‘self-report’) but fail to meet 7-day PPA criteria.

11.0 Download Forms

The “Download Forms” option in the drop-down menu allows for downloading the PDF versions of the paper Baseline, Registration, and Visit Forms. The most up-to-date versions of these forms can always be found here. You can also access take-home Educational Resources for patients under this tab.

If you are having trouble downloading the forms, please make sure that pop-ups are not blocked for the Portal website.

Consent forms may not be available for download as they are unique to the organization type. For an electronic copy, please contact the STOP team at CAMH.

You can also request hardcopies of forms by selecting this menu option.