NADAbase Data Dictionary

ATOP for Importers

July 2020

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for the non government alcohol and other drugs sector in NSW. We represent close to 100 organisational members that provide a broad range of alcohol and other drugs services including health promotion and harm reduction, early intervention, treatment and continuing care programs. Together, we work to reduce the harms related to alcohol and other drugs use across the NSW community.

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ABBREVIATIONS

ABS	Australian Bureau of Statistics
AIHW	Australian Institute of Health and Welfare
AND	Assessing Nicotine Dependence
AOD	Alcohol and Other Drugs
AODTS-NMDS	Alcohol and Other Drug Treatment Service National Minimum Data Set
ASCDC	Australian Standard Classification of Drugs of Concern
ATOP	Australian Treatment Outcomes Profile
BTOM	Brief Treatment Outcome Measure
BTOM-C	Brief Treatment Outcome Measure- Concise
COMS	Client Outcome Management System
CPH	Centre for Population Health
DATS	Drug and Alcohol Treatment Services
DOH	Department of Health
IGCD	Intergovernmental Committee on Drugs
InforMH	System Information & Analytics Branch, Ministry of Health
IPPs	Information Privacy Principles
HIE	Health Information Exchange
LHD	Local Health District
MDS	Minimum Data Set
MoH	Ministry of Health
NADA	Network of Alcohol and Other Drugs Agencies
NMDS	National Minimum Data Set
NDARC	National Drug and Alcohol Research Centre
PHN	Primary Health Network
PROM	Patient Reported Outcome Measure
SDS	Severity of Dependence Scale
WHO QoL	WHO-EUROHIS Quality of Life-8

CONVENTIONS

Data element concepts are in **bold** (e.g. **Service Episode**)

Data elements are in *italics* (eg *Main Service Provided*)

Data domains are in 'single quotes' (e.g. 'support and case management only')

Introduction

This document is an interim guide to support NADA member services with the use of the Australian Treatment Outcome Profile (ATOP) in NADAbase. The interim guide is a companion document to the 2019 edition of *NADAbase Data Dictionary*. The preparation of this guide and the *NADAbase Data Dictionary* is intended to support those involved in the collection, reporting and analysis of New South Wales Minimum Data Set for Drug and Alcohol Treatment Services data (NSW MDS DATS), Alcohol and Other Drug Treatment Services National Minimum Data Set data (NMDS) and Client Outcome Measures (COMS) – collectively referred to as NADAbase.

ATOP

The Australian Treatment Outcome Profile (ATOP) is an outcome measurement tool which provides a clinically relevant snapshot of a client's current substance use, health and wellbeing, and can be used to track a client's treatment progress over time. It is a brief 22 item patient reported outcome measure (PROM) and clinical risk screening tool.

The ATOP is comprised of two sections. The first section of the form relates to substance use and provides space to record the average daily quantities of substances used, as well as the number of days the substance was used in the past four weeks (28 days). Section 2 relates to health and wellbeing, and includes questions related to the client's experiences of employment, housing, caring for children, legal issues and violence over the last four weeks (28 days). The form concludes with a rating scale that rates a client's psychological, physical and overall wellbeing over the last four weeks (28 days).

COLLECTION GUIDELINES

COMS Data Collections

The client outcome measures (COMS) collections available for use in NADAbase include the Kessler 10+ (K10+), Severity of Dependence Scale (SDS), WHO-EUROHIS Quality of Life-8 (QoL) and Assessing Nicotine Dependence (AND). The ATOP is the most recent addition to the COMS that can be used by NADA members in NADAbase. Currently client outcome measures are not mandated collection items for the NGO AOD sector, however certain funding bodies have established contracts with services where collecting client outcomes measures and reporting data is a requirement.

The validated gold standard measurement tools available can be directly administered by a support worker or clinician or can be completed by the client (with the support of a worker) on paper or directly into NADAbase.

For other guidance materials on how to administer COMS please refer to the NADAbase tutorial or the COMS User Guide. However, the following key principles should be applied:

- Ensure wherever possible the whole questionnaire is completed on one occasion after completion of a signed consent form kept on the client file.
- If this is not possible, record the date each section of the questionnaire is completed.
- If a person is self-completing all or part of the questionnaire, review the questionnaire to ensure that all questions are answered.
- If questions are unanswered, encourage the person to answer them.

- Ensure that all answers are based on the client's response, not on the clinician's guesses or assumptions.
- Reassure clients that refusal to complete the questionnaire will not lead to their being treated differently or impact the treatment provided.
- Ensure that the exact wording and format of the questionnaire (especially scored measures-the Kessler 10+, SDS and WHO QoL–8) is adhered to, in accordance with standardised validated measures.
- Reassure the person that the questionnaire is subject to the same rules of confidentiality and privacy as all other information held in their client record.
- Inform the person that the information gathered will be used only for their individual treatment planning and will provide a useful tool to inform their progress; however that de-identified data may be used for agency level planning and reporting, sector wide reporting or for research purposes.
- Explain to the person that identifiable information will be available only to those involved in their direct care.

Data Quality

Data collections require ongoing attention to quality. There is a need to attend to:

- the way questions are asked
- data entry
- handling of 'not stated' or 'null' information
- data checking and validation
- follow-up with data providers for any problems.

To ensure funders are provided with quality data, NADA reviews the data and if necessary contacts member agencies to edit the data provided before it is collated into the file to be uploaded into the HIE. This is the data cleansing step of the reporting cycle. The quality of the data will be improved if agencies continually run their own data quality checks, a report available to members in NADAbase.

The nominated NADAbase Importer for each organisation is responsible for all data checking, validation, follow-up and correction of data generated from their agency. All data received by NADA will be reviewed to detect obvious omissions or errors. If an error is found, the NADAbase Importer of the respective agency will be contacted to investigate and provide corrected data.

There are two forms of data quality checks used in NADAbase, they also apply to agencies using bespoke systems and uploading data to NADAbase, validity and logic checks.

More information on NADAbase users and roles can be found in the NADAbase Importer Guide.

Validity checks are used to ensure that values entered for each data element are within a valid numeric range. For example, responses to the data element *Injecting Drug Use* should only be coded as a single figure with the range of 0-4 or as 9. Any response that does not fall within this range is an error. If an error is found, the clinician should go back to the client record to attempt to fix it. Refer to the Drug and Alcohol Data Dictionary for the valid ranges of codes.

All data elements must be completed in order for the client record to be accepted as valid, except for the following:

- *Other Drugs of Concern/Gambling*
- *Other Services Provided*

- *Date of Cessation of Service Episode* (**mandatory** for **closed** service episodes only)
- *Reason for Cessation of Service Episode* (**mandatory** for **closed** service episodes only)
- *Referral to Another Service* (**mandatory** for **closed** service episodes only).

Logic checks are used to ensure internal consistency between responses, and to ensure that contradictory responses are not included. For example, when the response for *Injecting Drug Use* is 4 ('never injected'), the response for *Method of Use for Principal Drug of Concern* cannot be 3 ('inject').

Validity checks are performed first, so that logic checks can be performed on valid data. Details are listed in Table 2 below. These checks are done as part of the extract process in NADAbase.

Some general checks that should be conducted by the NADAbase Importer and NADA:

- **Missing agencies:** ensure that all agencies within the scope of the collection have entered/uploaded data for the entire period.
- **Missing data:** investigate missing data to ensure that agencies are reporting all MDS data elements. Where possible, a reasonable attempt should be made to resolve missing data issues.
- **Incorrect codes:** ensure that agencies are using the correct codes for all data elements.
- **Incorrect dates:** dates reported by agencies should be checked to ensure that they are not sending incorrect dates (e.g. dates in the future) or in incorrect date formats (e.g. mmddyyyy). Dates should be reported in the format ddmmyy (i.e. without any delimiters). Time information should not be included in date fields.
- **Duplicate records:** check for duplicate Service Episodes being submitted by agencies (e.g. two episodes for the same client on the same day. Where the *Main Service Provided* for one is 'Assessment only', and the other 'Rehabilitation activities', this is duplication). When records are identified as possible duplicates the agency should be consulted to ensure that the service has not been mistakenly submitting the same Episode on more than one occasion.
- **Reporting period:** the *Date of Commencement of Service Episode* and *Date of Cessation of Service Episode* should be checked to ensure that only Service Episodes that were open during and/or closed within the valid reporting period are reported. For example: Service Episodes that were open during and/or closed between 1 July 2014 to 30 June 2015 are reported for the 2014-2015 collection.
- **Data inclusion:** ensure that data not within scope of the collection is excluded from the collated data set sent to the respective funding bodies.

Table 2: Data quality - logic checks

1	*Date of Birth* must be less than or equal to the *Date of Commencement of Service Episode.*
2	*Date of Birth* must be less than or equal to the data of data entry.
3	*Date of Commencement of Service Episode* must be less than or equal to the *Date of Cessation of Service Episode.*
4	*Date of Commencement of Service Episode* must be less than or equal to the date of data entry.
5	When *Injecting Drug Use* is 4 ('never injected'), *Method of Use for Principal Drug of Concern* cannot be 3 ('inject').
6	*Other Drugs of Concern/Gambling* cannot be duplicated or equal to *Principal Drug of Concern/Gambling.*
7	*Other Services Provided* cannot be duplicated or equal to *Main Service Provided*

8   *Method of Use for Principal Drug of Concern* must be consistent with *Principal Drug of Concern/Gambling* (e.g. if *Principal Drug of Concern/Gambling* is 'alcohol', the *Method of Use for Principal Drug of Concern* should not be 'smoke'.

9   *Preferred Language* should be reasonably consistent with *Country of Birth* (eg if *Preferred Language* is an Australian indigenous language, it would normally be logical for the *Country of Birth* to be 'Australia').

10   *Service Contact Dates* should be equal to or between the *Date of Commencement of Service Episode* and *Date of Cessation of Service Episode.*

Data Submission Guidelines

MDS & COMS/ATOP

For state-funded NGOs that are under the Continuing Coordinated Care project, NADA will prepare a single extract of AODTS MDS and COMS+ATOP data on a bi-annual basis. The data will be provided in an aggregated summary report with graphs and tables of both MDS and outcome measures where available.

NMDS & COMS/ATOP

Based on the current *Mandatory Key Performance Indicators*, outside of Program Management, required from the PHNs by the Department of Health and reported as part of the *Drug and Alcohol Treatment Information Strategy for Primary Health Networks*, NADA will prepare a single extract that will include the National Minimum Data Set (NMDS) for Alcohol and Other Drug Treatment Services (AODTS) from all NGO partners that use the NADA database. The extract files will be supplied to the relevant contacts as notified by each of the PHNs.

The data will be provided quarterly with deadlines for submission as indicated under **Reporting Timeframes** and will be provided as both:

- an aggregated summary report with graphs and tables of both NMDS and outcomes measures where available
- CSV excel spreadsheet in accordance with the AIHW 2016-17 AODTS NMDS Data Collection Guide.
- CSV excel spreadsheet with NADAbase Client Outcome Measures where available

Reporting and Ownership

From 2015, NADA has been responsible for collecting and submitting N/MDS AODTS data on behalf of the NGOs that enter/upload into the NADA database. Client outcome measure data is only reported to government where agencies have contractual requirements to do so. For example, contracts with the Primary Health Networks. NADA is the Data Custodian for all data held in NADAbase and fed to InforMH and AIHW. The data custodian for the statewide data collection is the Executive Director of the Centre for Population Health Office, NSW Ministry of Health. The data custodian is responsible for approval of any release of the unit record file or publications relating to the data.

Data obtained from NGOs and stored in NADAbase can be used internally, so long as client consent and privacy considerations are complied with. If data is to be used to identify individual NGOs, the NGO will be consulted and permission be obtained from the NGO prior to any publication of the data.

All users of NADAbase and funding bodies must also be aware of the need for ethical management and reporting of data. Consideration should be given as to how the information is analysed, and in particular how it is to be used, interpreted and reported so that the information does not have

unintended consequences. Reporting should not allow identification of individuals and must be published in a form that gives due regard to cultural and other sensitivities.

Data reporting and analysis between agencies by NADA will be done with due consideration and consultation with the relevant agencies. The following points identify some areas of concern regarding the release of:

- Agency information beyond the agency
- Comparative data between agencies without consultation with the agencies concerned
- Comparative data between government and non government service providers
- Information based on a smaller number of cases

Privacy and Confidentiality

Whenever data regarding individuals, service provider agencies, or funding departments are collected or disseminated, privacy and confidentiality issues must be considered.

All staff must be made aware of the need for ethical management and privacy of data, including their responsibilities in protecting the privacy and confidentiality of the client. The NADAbase User Agreement clearly outlines the user's responsibility in the collecting and accessing of client data, including consent to collect data from the client. Clients should be informed as to what information is collected, by whom, how it will be used, and their rights in relation to it. Staff should comply with their agencies policy and procedures regarding the privacy of client information.

All aspects of collection, collation, use and reporting of the data are subject to NADA's Privacy and Confidentiality Policy. NADA and data collecting agencies are bound by the Privacy Act 1988, including the 13 Australian Privacy Principals (APPs) and the Privacy (Notifiable Data Breaches) Amendment Act 2017.

DATA DICTIONARY USER GUIDE

Purpose of the NADA Data Dictionary

The NADA Data Dictionary includes the data elements that are in addition to the National and NSW Minimum Data Set for Alcohol and Other Drug Treatment Services. It focuses solely on those data elements and includes Client Outcome Measures data and additional data elements identified by members as a priority for collection. For N/MDS data elements and instruction refer to the 2015 Data Dictionary and Collection Requirements for The NSW Minimum Data Set for Drug and Alcohol Treatment.

The dictionary has been developed to support the process of data collection by assisting the implementation of data systems and the development of training programs to support NADA members. It will also provide an ongoing reference source for data managers and clinicians, and serve as a tool to support data analysis and interpretation.

Administrative Information

This is comprised of information about the source of the data element, and whether the item is part of the required Alcohol and Other Drug Treatment Services National Minimum Data Set (AODTS NMDS). Within the administrative information section, 'source documents' include any documents from which any component of the definition has been derived. Source agencies include any bodies that have substantially contributed to the development of the definition.

Layout

The data elements are grouped in sections in the dictionary.

Definition structure

Each definition is comprised of four main sections:

1. Defining Characteristics
2. Representation
3. Guidelines and Collection Rules

1. 'Defining Characteristics'

This is the key reference section for each data element, and includes the formal definition of the item, as well as context section that explains the intended application and purpose of items.

2. 'Representation'

This contains the data domain (coding) for each data element – the selection of responses that will appear on paper forms or computer systems. It also provides software configuration information.

3. 'Guidelines and Collection Rules'

This provides further information about how the data element should be collected, including the 'guide for use', 'collection methods' and 'comments'. The 'guide for use' contains important information, including an explanation of the data domain, where required.

NADAbase Data Dictionary:

ATOP

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Client Outcome Measures

ATOP SECTION 1: SUBSTANCE USE

Description
Includes items to measure number of days (0–28) and typical quantity (number) used by client for alcohol, cannabis, amphetamine-type substances, benzodiazepines, heroin, other opioids, cocaine or two other problem substances over the last four weeks.

Also includes items for daily tobacco use (Yes/No/Not answered or no answer), cigarette quantity (number), number of days injected (0–28) over the last four weeks, and whether the client shared injecting equipment with another person (Yes/No/Not answered or no answer)

ATOP SECTION 2: HEALTH AND WELL-BEING

Description
Includes items to measure number of days (0–28) paid work, study or training over the last four weeks. Also includes questions with "Yes/No/Not answered or no answer" options for:
-   homelessness
-   being at risk of eviction
-   caring for children
-   having been arrested
-   having perpetrated violence, including domestic violence
-   having been a victim of violence including domestic violence

Clients are also asked to provide subjective of their 0–10 ratings of psychological health, physical health and quality of life

ADMINISTRATIVE INFORMATION

Version: 1   Effective Date: 1/10/20219

                                   Note: The ATOP data elements are not currently included in the AODTS NMDS or the NSW MDS.
Source document: The Australian Treatment Outcome Profile (ATOP)
Source agency: Network of Alcohol and other Drugs Agencies
Current national item?   No. It should be noted, however, that certain Primary Health Networks and specific Ministry of Health funded programs are requesting data collection for this item.

ATOP SECTION 1: SUBSTANCE USE

ALCOHOL (ATOP 1A)

1A.1. Alcohol (typical quantity on day used)

Defining characteristics

Items:	Alcohol Typical qty
Data element type:	DATA ELEMENT
Definition:	The number of standard drinks of alcohol ingested on a typical drinking day

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min =** 1, **Max =** 50	**Representation layout:**	NA(50)
Data domain:	Number of standard drinks		

Guidelines and collection rules

Guides for use:	The number of standard drinks the client reports drinking in those days the client drank in the last four weeks – refer to the standard drinks guide.
Note:	If alcohol was not used on any day during the last four weeks, please leave blank.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	See standard drinks guide.

1A.2. Alcohol (number of days of use)

Defining characteristics

Items:	Alcohol Week 4 (most recent), Alcohol Week 3, Alcohol Week 2, Alcohol Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days alcohol consumed in the relevant week:

- Week 4 (most recent): Covers the most recent past week
- Week 3: Covers the second most recent past week
- Week 2: Covers the third most recent past week
- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min =** 1, **Max =** 1	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of alcohol use over the last four weeks. A number field to the far right shows the total number of alcohol use days.
Note:	If alcohol was not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1A.3. Alcohol (total quantity)

Defining characteristics

Items:	Total alcohol
Data element type:	DATA ELEMENT
Definition:	The total number of days alcohol was consumed over the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of alcohol use days within the most recent four weeks.
Note:	If alcohol was not used on any day during the last four weeks, please enter "0" into the total box and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1A.4. Alcohol (not asked)

Defining characteristics

Items:	Alcohol Not asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

CANNABIS (ATOP 1B)

1B.1 Cannabis (typical quantity on day used)

Defining characteristics
Items:	Cannabis Typical quantity
Data element type:	DATA ELEMENT
Definition:	The amount of cannabis consumed on a typical day of cannabis use in the past four weeks

Representation
Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min =** 1, **Max =** 50	**Representation layout:**	NA(50)
Data domain:	Agree on a meaningful unit of measure with the client. Common units of measure may include 'grams', number of times used per days, or the monetary value of drugs consumed.		

Guidelines and collection rules
Guides for use:	The amount of cannabis consumed on a typical day of cannabis use in the past four weeks. Default to '0' if item no amount of cannabis is consumed.
Note:	If cannabis was not used on any day during the last four weeks, please leave blank.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points. Please use same unit of measure for subsequent survey time points.
Comments:	None.

1B.2 Cannabis (number of days of use)

Defining characteristics
Items:	Cannabis Week 4 (most recent), Cannabis Week 3, Cannabis Week 2, Cannabis Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days cannabis consumed in the relevant week:

- Week 4 (most recent): Covers the most recent past week
- Week 3: Covers the second most recent past week
- Week 2: Covers the third most recent past week
- Week 1: Covers the fourth most recent past week

Representation
Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min =** 1, **Max =** 1	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules
Guides for use:	A number between 0 and 7 is entered separately for days of cannabis use over the last four weeks. A number field to the far right shows the total number of cannabis use days.
Note:	If cannabis was not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1B.3 Cannabis (total quantity)

Defining characteristics

Items:	Total cannabis
Data element type:	DATA ELEMENT
Definition:	The total number of days cannabis consumed in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of cannabis use days within the most recent four weeks.
Note:	If cannabis was not used on any day during the last four weeks, please enter "0" into the total box and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1B.4 Cannabis (not asked)

Defining characteristics

Items:	Cannabis Not asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

AMPHETAMINE (ATOP 1C)

1C.1 Amphetamine (typical quantity on day used)

Defining characteristics

Items:	Amphetamine Typical qty
Data element type:	DATA ELEMENT
Definition:	The average amount consumed on a typical day of amphetamine use in the past four weeks

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min = 1, Max =** 50	**Representation layout:**	NA(50)
Data domain:	Agree on a meaningful unit of measure with the client. Common units of measure may include 'grams', number of times used per days, or the monetary value of drugs consumed.		

Guidelines and collection rules

Guides for use:	The amount of amphetamine consumed on a typical day of amphetamine use in the past four weeks. Default to '0' if item no amount of amphetamine is consumed.
Note:	If amphetamine was not used on any day during the last four weeks, please leave blank.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

1C.2 Amphetamine (number of days of use)

Defining characteristics

Items:	Amphetamine Week 4 (most recent), Amphetamine Week 3, Amphetamine Week 2, Amphetamine Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days amphetamine consumed in the relevant week:

- Week 4 (most recent): Covers the most recent past week
- Week 3: Covers the second most recent past week
- Week 2: Covers the third most recent past week
- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max =** 1	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of amphetamine use over the last four weeks. A number field to the far right shows the total number of amphetamine use days.
Note:	If amphetamine was not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1C.3 Amphetamine (total quantity)

Defining characteristics

Items: Total amphetamine

Data element type: DATA ELEMENT

Definition: The total number of days amphetamine consumed in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 28 days		

Guidelines and collection rules

Guides for use: A number between 0 and 28 is entered for the total number of amphetamine use days within the most recent four weeks.

Note: If amphetamine was not used on any day during the last four weeks, please enter "0" into the total box and the "None" checkbox will automatically be updated in NADAbase.

Collection method: To be collected at the time of Intake and then at subsequent survey time points.

Comments: Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1C.4 Amphetamine (not asked)

Defining characteristics

Items: Amphetamine Not asked

Data element type: DATA ELEMENT

Definition: Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use: If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"

Note: N/A

Collection method: To be collected at the time of Intake and then at subsequent survey time points.

Comments: None.

BENZODIAZEPINE (ATOP 1D)

1D.1 Benzodiazepine (typical quantity on day used)

Defining characteristics

Items:	Benzo Typical qty
Data element type:	DATA ELEMENT
Definition:	The average amount consumed on a typical day of benzodiazepine use in the past four weeks

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min =** 1, **Max =** 50	**Representation layout:**	NA(50)
Data domain:	Agree on a meaningful unit of measure with the client. Common units of measure may include 'grams', number of times used per days, or the monetary value of drugs consumed.		

Guidelines and collection rules

Guides for use:	The amount of benzodiazepine consumed on a typical day of benzodiazepine use in the past four weeks. Default to '0' if item no amount of benzodiazepine is consumed.
Note:	If benzodiazepine was not used on any day during the last four weeks, please leave blank.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points. Please use same unit of measure for subsequent survey time points.
Comments:	None.

1D.2 Benzodiazepine (number of days of use)

Defining characteristics

Items:	Benzodiazepine Week 4 (most recent), Benzodiazepine Week 3, Benzodiazepine Week 2, Benzodiazepine Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days Benzodiazepine consumed in the relevant week:

-   Week 4 (most recent): Covers the most recent past week

-   Week 3: Covers the second most recent past week

-   Week 2: Covers the third most recent past week

-   Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min =** 1, **Max =** 1	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of benzodiazepine use over the last four weeks. A number field to the far right shows the total number of benzodiazepine use days.
Note:	If benzodiazepine was not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1D.3 Benzodiazepine (total quantity)

Defining characteristics

Items:	Total benzodiazepine
Data element type:	DATA ELEMENT
Definition:	The total number of days benzodiazepine consumed in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of benzodiazepine use days within the most recent four weeks.
Note:	If benzodiazepine was not used on any day during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1D.4 Benzodiazepine (not asked)

Defining characteristics

Items:	Benzodiazepine Not asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

HEROIN (ATOP 1E)

1E.1 Heroin (typical quantity on day used)

Defining characteristics

Items:	Heroin Typical qty
Data element type:	DATA ELEMENT
Definition:	The average amount consumed on a typical day of heroin use in the past four weeks

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min = 1, Max =** 50	**Representation layout:**	NA(50)
Data domain:	Agree on a meaningful unit of measure with the client. Common units of measure may include 'grams', number of times used per days, or the monetary value of drugs consumed.		

Guidelines and collection rules

Guides for use:	The amount of heroin consumed on a typical day of heroin use in the past four weeks. Default to '0' if item no amount of benzodiazepine is consumed.
Note:	If heroin was not used on any day during the last four weeks, please leave blank.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points. Please use same unit of measure for subsequent survey time points.
Comments:	None.

1E.2 Heroin (number of days of use)

Defining characteristics

Items:	Heroin Week 4 (most recent), Heroin Week 3, Heroin Week 2, Heroin Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days Heroin consumed in the relevant week:

- Week 4 (most recent): Covers the most recent past week

- Week 3: Covers the second most recent past week

- Week 2: Covers the third most recent past week

- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max =** 1	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of heroin use over the last four weeks. A number field to the far right shows the total number of heroin use days.
Note:	If heroin was not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1E.3 Heroin (total quantity)

Defining characteristics

Items:	Total heroin
Data element type:	DATA ELEMENT
Definition:	The total number of days heroin consumed in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of heroin use days within the most recent four weeks.
Note:	If heroin was not used on any day during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1E.4 Heroin (not asked)

Defining characteristics

Items:	Heroin Not asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

OTHER OPIOIDS (ATOP 1F)

1F.1 Other Opioids (typical quantity on day used)

Defining characteristics

Items: Other Opioids Typical qty

Data element type: DATA ELEMENT

Definition: The average amount consumed on a typical day of other opioids use in the past four weeks

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min =** 1, **Max =** 50	**Representation layout:**	NA(50)
Data domain:	Agree on a meaningful unit of measure with the client. Common units of measure may include 'grams', number of times used per days, or the monetary value of drugs consumed.		

Guidelines and collection rules

Guides for use: The amount of other opioids consumed on a typical day of other opioids use in the past four weeks. Default to '0' if item no amount of other opioids is consumed.

Note: If other opioids was not used on any day during the last four weeks, please leave blank.

Collection method: To be collected at the time of Intake and then at subsequent survey time points. Please use same unit of measure for subsequent survey time points.

Comments: None.

1F.2 Other Opioids (number of days of use)

Defining characteristics

Items: Other Opioids Week 4 (most recent), Other Opioids Week 3, Other Opioids Week 2, Other Opioids Week 1

Data element type: DATA ELEMENT

Definition: The number of days other opioids consumed in the relevant week:

- Week 4 (most recent): Covers the most recent past week
- Week 3: Covers the second most recent past week
- Week 2: Covers the third most recent past week
- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min =** 1, **Max =** 1	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use: A number between 0 and 7 is entered separately for days of other opioid use over the last four weeks. A number field to the far right shows the total number of other opioids use days.

Note: If other opioids were not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.

Collection method: To be collected at the time of Intake and then at subsequent survey time points.

Comments: Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1F.3 Other Opioids (total quantity)

Defining characteristics

Items:	Total other opioids
Data element type:	DATA ELEMENT
Definition:	The total number of days other opioids consumed in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0-28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of other opioids use days within the most recent four weeks.
Note:	If other opioids were not used on any day during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1F.4 Other Opioids (not asked)

Defining characteristics

Items:	Other opioids Not asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

COCAINE (ATOP 1G)

1G.1 Cocaine (typical quantity on day used)

Defining characteristics

Items:	Cocaine Typical qty
Data element type:	DATA ELEMENT
Definition:	The average amount consumed on a typical day of cocaine use in the past four weeks

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min =** 1, **Max =** 50	**Representation layout:**	NA(50)
Data domain:	Agree on a meaningful unit of measure with the client. Common units of measure may include 'grams', number of times used per days, or the monetary value of drugs consumed.		

Guidelines and collection rules

Guides for use:	The amount of cocaine consumed on a typical day of cocaine use in the past four weeks. Default to '0' if item no amount of cocaine is consumed.
Note:	If cocaine was not used on any day during the last four weeks, please leave blank.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points. Please use same unit of measure for subsequent survey time points.
Comments:	None.

1G.2 Cocaine (number of days of use)

Defining characteristics

Items:	Cocaine Week 4 (most recent), Cocaine Week 3, Cocaine Week 2, Cocaine Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days Cocaine consumed in the relevant week:

- Week 4 (most recent): Covers the most recent past week
- Week 3: Covers the second most recent past week
- Week 2: Covers the third most recent past week
- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min =** 1, **Max =** 1	**Representation layout:**	N
Data domain:	0 -7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of cocaine use over the last four weeks. A number field to the far right shows the total number of cocaine use days.
Note:	If cocaine was not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1G.3 Cocaine (total quantity)

Defining characteristics

Items:	Total cocaine
Data element type:	DATA ELEMENT
Definition:	The total number of days cocaine consumed in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0-28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of cocaine use days within the most recent four weeks.
Note:	If cocaine was not used on any day during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1G.4 Cocaine (not asked)

Defining characteristics

Items:	Cocaine Not asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

OTHER SUBSTANCE (ATOP 1H)

1H.i.1 Other Substance 1 (typical quantity on day used)

Defining characteristics

Items:	Other Substance 1 Typical qty
Data element type:	DATA ELEMENT
Definition:	The average amount consumed on a typical day of other substance use in the past four weeks

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min =** 1, **Max =** 50	**Representation layout:**	NA(50)
Data domain:	Agree on a meaningful unit of measure with the client. Common units of measure may include 'grams', number of times used per days, or the monetary value of drugs consumed.		

Guidelines and collection rules

Guides for use:	The amount of other substance 1 consumed on a typical day of other substance use in the past four weeks. Default to '0' if item no amount of other substance is consumed.
Note:	If other substance was not used on any day during the last four weeks, please leave blank.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points. Please use same unit of measure for subsequent survey time points.
Comments:	None.

1H.i.2 Other Substance 1 (number of days of use)

Defining characteristics

Items:	Other substance 1 Week 4 (most recent), Other substance 1 Week 3, Other substance 1 Week 2, Other substance 1 Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days Benzodiazepine consumed in the relevant week:

- Week 4 (most recent): Covers the most recent past week
- Week 3: Covers the second most recent past week
- Week 2: Covers the third most recent past week
- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANITATIVE ELEMENT
Field size:	**Min =** 1, **Max =** 1	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of other substance use over the last four weeks. A number field to the far right shows the total number of other substance use days.
Note:	If other substance was not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1H.i.3 Other Substance 1 (total quantity)

Defining characteristics

Items:	Total other substance 1
Data element type:	DATA ELEMENT
Definition:	The total number of days other substance consumed in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of other substance use days within the most recent four weeks.
Note:	If other substance was not used on any day during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1H.i.4 Other Substance 1 (not asked)

Defining characteristics

Items:	Other substance 1 Not asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

1H.ii.1 Other Substance 2 (typical quantity on day used)

Defining characteristics

Items:	Other Substance 2 Typical qty
Data element type:	DATA ELEMENT
Definition:	The average amount consumed on a typical day of other substance use in the past four weeks

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min = 1, Max = 50**	**Representation layout:**	NA(50)
Data domain:	Agree on a meaningful unit of measure with the client. Common units of measure may include 'grams', number of times used per days, or the monetary value of drugs consumed.		

Guidelines and collection rules

Guides for use:	The amount of other substance consumed on a typical day of other substance use in the past four weeks. Default to '0' if item no amount of other substance is consumed.
Note:	If other substance was not used on any day during the last four weeks, please leave blank.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points. Please use same unit of measure for subsequent survey time points.
Comments:	None.

1H.ii.2 Other Substance 2 (number of days of use)

Defining characteristics

Items:	Other substance 2 Week 4 (most recent), Other substance 2 Week 3, Other substance 2 Week 2, Other substance 2 Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days Other substance consumed in the relevant week:

- Week 4 (most recent): Covers the most recent past week
- Week 3: Covers the second most recent past week
- Week 2: Covers the third most recent past week
- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 – 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of other substance use over the last four weeks. A number field to the far right shows the total number of other substance use days.
Note:	If other substance was not used on any day during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1H.ii.3 Other Substance 2 (total quantity)

Defining characteristics

Items:	Total other substance 2
Data element type:	DATA ELEMENT
Definition:	The total number of days other substance consumed in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0-28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of other substance use days within the most recent four weeks.
Note:	If other substance was not used on any day during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1H.ii.4 Other Substance 2 (not asked)

Defining characteristics

Items:	Other substance 2 Not asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

TOBACCO (ATOP 1I)

1J.1 Tobacco (tobacco use)

Defining characteristics

Items:	Daily Tobacco
Data element type:	DATA ELEMENT
Definition:	Confirmation of client's use of tobacco

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1	Yes	
	0	No	
	-1	Not Answered/No Answer	

Guidelines and collection rules

Guides for use:	If the proceeding question related to tobacco use is not answered, data should reflect "0"
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

1J.2 Tobacco (typical quantity on day used)

Defining characteristics

Items:	Daily Tobacco Use Typical Qty
Data element type:	DATA ELEMENT
Definition:	The typical amount consumed on a typical day of tobacco use in a day

Representation

Data type:	Numeric/Character	**Representational form:**	TEXT
Field size:	**Min = 1, Max = 50**	**Representation layout:**	NA(50)
Data domain:	Quantity of tobacco. Agree on a meaningful unit of measure with the client. Common units of measure may include cigarettes, cigars, pipes or chewing tobacco.		

Guidelines and collection rules

Guides for use:	The amount of tobacco consumed on a typical day of tobacco use. Default to '0' if item no amount of tobacco is consumed.
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points. Please use same unit of measure for subsequent survey time points.
Comments:	None.

INJECTING DRUG USE (ATOP 1K)

1K.1 Injecting drug use (number of days of use)

Defining characteristics

Items:	Days Injected Week 4 (most recent), Days Injected Week 3, Days Injected Week 2, Days Injected Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days injected in the relevant week:

- Week 4 (most recent): Covers the most recent past week

- Week 3: Covers the second most recent past week

- Week 2: Covers the third most recent past week

- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1**, **Max = 1**	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of days injected over the last four weeks. A number field to the far right shows the total number of days injected.
Note:	If no data available for days injected during the last four weeks, please enter "0" into each of the four week items and the "None" checkbox will automatically be updated in NADAbase.
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1K.2 Injecting drug use (total quantity)

Defining characteristics

Items:	Total injected
Data element type:	DATA ELEMENT
Definition:	The total number of days injected in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1**, **Max = 2**	**Representation layout:**	NN
Data domain:	0-28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of days injected within the most recent four weeks.
Note:	If no data available for days injected during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

1K.3 Injecting drug use (not asked)

Defining characteristics

Items: Injected Not asked
Data element type: DATA ELEMENT
Definition: Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1 Asked		
	0 Not asked		

Guidelines and collection rules

Guides for use: If the preceding questions relating to injecting use was not asked, data should reflect as "-1"
Note: N/A
Collection method: To be collected at the time of Intake and then at subsequent survey time points.
Comments: None.

1K.4. Inject with equipment used by someone else

Defining characteristics

Items: Shared equipment
Data element type: DATA ELEMENT
Definition: Has the client used any injecting which they have shared with anyone else in the past four weeks**?**

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1 Yes		
	0 No		
	-1 Not Asked		

Guidelines and collection rules

Guides for use: Inject with equipment used by someone else?
Collection method: A self-report measure, best completed by the client if possible. To be collected at the time of Intake and then at subsequent survey time points. A numeric value must be entered.
Comments: Includes sharing equipment with a sex partner, even if the equipment was cleaned.

ATOP SECTION 2: HEALTH AND WELL-BEING

PAID WORK (ATOP 2A)

2A.1 Paid work (number of days per week)

Defining characteristics

Items:	Days Paid Work Week 4 (most recent), Days Paid Work Week 3, Day Paid Work Week 2, Days Paid Work Week 1
Data element type:	DATA ELEMENT
Definition:	The number of days paid work in the relevant week:

- Week 4 (most recent): Covers the most recent past week
- Week 3: Covers the second most recent past week
- Week 2: Covers the third most recent past week
- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of days paid work over the last four weeks. A number field to the far right shows the total number of days paid work.
Note:	If no work days were paid during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

2A.2. Paid work (total quantity)

Defining characteristics

Items:	Days Paid Work Total
Data element type:	DATA ELEMENT
Definition:	The total number of days paid work in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of days paid work within the most recent four weeks.
Note:	If no work days were paid during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

2A.3. Paid work (not asked)

Defining characteristics

Items:	Days Paid Work Not Asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None

EDUCATION (ATOP 2B)

2B.1. Education (number of days per week)

Defining characteristics

Items:	Days Education Week 4 (most recent), Days Education Week 3, Day Education Week 2, Days Education Week 1
Data element type:	DATA ELEMENT
Definition:	The number of school days attended in the relevant week:

- Week 4 (most recent): Covers the most recent past week

- Week 3: Covers the second most recent past week

- Week 2: Covers the third most recent past week

- Week 1: Covers the fourth most recent past week

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 - 7 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 7 is entered separately for days of days where client attended school over the last four weeks. A number field to the far right shows the total number of school days attended.
Note:	If no school days were attended during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

2B.2. Education (total quantity)

Defining characteristics

Items:	Days Education Total
Data element type:	DATA ELEMENT
Definition:	The total number of school days attended in the past four weeks

Representation

Data type:	Numeric	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 28 days		

Guidelines and collection rules

Guides for use:	A number between 0 and 28 is entered for the total number of school days attended within the most recent four weeks.
Note:	If no school days were attended during the last four weeks, "0" will be added to the four week items and the total box
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Maximum 7 days in each week. Maximum of 28 days across the 4 weeks.

2B.3. Education (not asked)

Defining characteristics

Items:	Days Education Not Asked
Data element type:	DATA ELEMENT
Definition:	Filled when data item not collected

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	0 Asked		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to alcohol use was not asked, data should reflect as "-1"
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

ACCOMMODATION (ATOP 2C, 2D)

2C. Homeless

Defining characteristics

Items:	Homeless
Data element type:	DATA ELEMENT
Definition:	Client's current accommodation situation in relation to homelessness

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1　　Yes		
	0　　No		
	-1　　Not asked		

Guidelines and collection rules

Guides for use:	Have you been homeless over the last four weeks? If the preceding questions relating to homelessness was not asked, data should reflect as "-1"
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

2D. Risk of Eviction

Defining characteristics

Items:	Risk of Eviction
Data element type:	DATA ELEMENT
Definition:	Client's current accommodation situation in relation to risk of eviction

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1　　Yes		
	0　　No		
	-1　　Not asked		

Guidelines and collection rules

Guides for use:	Have you been at risk of eviction? If the preceding questions relating to homelessness was not asked, data should reflect as "-1"
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

CHILDREN IN CARE (ATOP 2E)

2E. Child/ren in care

Defining characteristics

Items:	Primary Caregiver under 5 (2Ei), Primary Caregiver 5 to 15 (2Eii)
Data element type:	DATA ELEMENT
Definition:	Information on client being a primary caregiver for or living any child/children in a specific age range:

a) Under 5 years old

b) 5 to 15 years old

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1 Yes		
	0 No		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	If the preceding questions relating to children in care were not asked, data should reflect as "-1"
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

CRIMINAL ACTIVITY (ATOP 2F)

2F. Arrests

Defining characteristics

Items:	Arrests
Data element type:	DATA ELEMENT
Definition:	Has the client been arrested over the last four weeks?

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1 Yes		
	0 No		
	-1 Not asked		

Guidelines and collection rules

Guides for use:	Have you been arrested over the last four weeks?
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	None.

VIOLENCE (ATOP 2G, 2H)

2G. Violence towards you

Defining characteristics

Items: Violence to you
Data element type: DATA ELEMENT
Definition: Has anyone been violent towards the client over the last four weeks?

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1 Yes		
	0 No		
	-1 Not asked		

Guidelines and collection rules

Guides for use: Has anyone been violent (incl. domestic violence) towards you?
Collection method: To be collected at the time of Intake and then at subsequent survey time points.
Comments: None.

2H. Violence against someone

Defining characteristics

Items: Violence to others
Data element type: DATA ELEMENT
Definition: Has the client been violent towards someone over the last four weeks?

Representation

Data type:	Numeric	**Representational form:**	CODE
Field size:	**Min = 1, Max = 1**	**Representation layout:**	N
Data domain:	1 Yes		
	0 No		
	-1 Not asked		

Guidelines and collection rules

Guides for use: Have you been violent (incl. domestic violence) towards someone?
Collection method: To be collected at the time of Intake and then at subsequent survey time points.
Comments: None.

SUBJECTIVE HEALTH RATINGS (ATOP 2I, 2J, 2K)

2I. Psychological Health status

Defining characteristics

Items:	Psychological health
Data element type:	DATA ELEMENT
Definition:	The client's rating of their psychological health over the last 28 days (anxiety, depression and problem emotions and feelings).

Representation

Data type:	Integer	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 10, with 0 = 'poor' and 10 = 'good'.		

Guidelines and collection rules

Guides for use:	Client's rating of psychological health (anxiety, depression and problem emotions and feelings).
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Higher scores indicate more positive outcomes for the client's psychological health.

2J. Physical Health status

Defining characteristics

Items:	Physical health
Data element type:	DATA ELEMENT
Definition:	The client's rating of their physical health over the last 28 days (extent of physical symptoms and bother by illness).

Representation

Data type:	Integer	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 10, with 0 = 'poor' and 10 = 'good'.		

Guidelines and collection rules

Guides for use:	Client's rating of physical health status (extent of physical symptoms and bother by illness).
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Higher scores indicate more positive outcomes for the client's physical health.

2K. Quality of Life

Defining characteristics

Items:	Quality of life
Data element type:	DATA ELEMENT
Definition:	The client's rating of their quality of life over the last 28 days (e.g., able to enjoy life, gets on well with family and partner, satisfied with living conditions).

Representation

Data type:	Integer	**Representational form:**	QUANTITATIVE ELEMENT
Field size:	**Min = 1, Max = 2**	**Representation layout:**	NN
Data domain:	0 - 10, with 0 = 'poor' and 10 = 'good'.		

Guidelines and collection rules

Guides for use:	Client's rating of physical health status (extent of physical symptoms and bother by illness).
Note:	N/A
Collection method:	To be collected at the time of Intake and then at subsequent survey time points.
Comments:	Higher scores indicate more positive outcomes for the client's quality of life.

APPENDIX A: Data Submission Guidelines

PRIMARY HEALTH NETWORKS

For those services funded by a Primary Health Network the reporting of MDS items as per the **EPISODE.txt** file format and to include the **SEX/GENDER** and **SEXUALITY** items, including COMS data will be submitted quarterly.

File Structure

Data is reported in three separate files and named as shown below:
- an aggregated summary report with graphs and tables of both NMDS (including sexuality item) and outcomes measures where available
- CSV excel spreadsheet in accordance with the AIHW 2019-20 AODTS NMDS Data Collection Guide.
- CSV excel spreadsheet with NADAbase Client Outcome Measures where available

Data Submission – Client Outcome Measures
- The survey data will be submitted with the SPECIFIED MDS data file as indicated above: **Episodes.txt (including Sexuality)**
- The COMS data is to be provide in one file named **Survey.txt**
- Data is to be saved as normal windows text files.
- Data is to be submitted in comma-delimited format.

File Layout SURVEY.TXT

Description	Data Type
1. Establishment Identifier (agency Code)	Char(12)
2. Primary Key (Episode ID)	Integer
3. Person Identifier (Client code)	Char(12)
4. Stage	Integer(2)
5. Date of survey	Date(ddmmyyyy)
6. SDS- Drug causing greatest concern (SDS 1.0)	Num(2)/char(4)
7. SDS- Drug use out of control (SDS 1.1)	Num(1)
8. SDS- Drug use worry about use (SDS 1.2)	Num(1)
9. SDS- Drug use missing anxious/worried (SDS 1.3)	Num(1)
10. SDS- Drug use wish stop (SDS 1.4)	Num(1)
11. SDS- Drug use difficult to stop (SDS 1.5)	Num(1)
12. *SDS- Drug use out of control against the intake drug (2nd SDS 1.1)	Num(1)
13. *SDS- Drug use worry about use against the intake drug (2nd SDS 1.2)	Num(1)
14. *SDS- Drug use missing anxious/worried against the intake drug (2nd SDS 1.3)	Num(1)
15. *SDS- Drug use wish stop against the intake drug (2nd SDS 1.4)	Num(1)
16. *SDS- Drug use difficult to stop against the intake drug (2nd SDS 1.5)	Num(1)
17. DU- Heroin use- number of days (DU1.1.1)	Num(2)
18. DU- Other opioid use- number of days (DU1.1.2)	Num(2)
19. DU- Cannabis use- number of days (DU1.1.3)	Num(2)
20. DU- Cocaine use- number of days DU1.1.4)	Num(2)
21. DU- Amphetamine use- number of days (DU1.1.5)	Num(2)
22. DU- Tranquiliser use- number of days (DU1.1.6)	Num(2)
23. DU- Another drug use- number of days (DU1.1.7)	Num(2)
24. DU- Alcohol use- number of days (DU1.2)	Num(2)
25. DU- Average number standard drinks (DU1.3)	Num(3)
26. DU- Days drinking more heavily number of drinks (DU1.4)	Num(3)
27. DU- Days drinking more heavily- number of days (DU1.5)	Num(2)
28. DU- Tobacco use- number of days (DU1.6)	Num(2)
29. DU- Tobacco use- number of cigarettes (DU1.7)	Num(3)
30. K10+- Tired no good reason (2.1)	Num(1)
31. K10+- Feel nervous (2.2)	Num(1)
32. K10+- So nervous can't calm down (2.3)	Num(1)
33. K10+- Feel hopeless (2.4)	Num(1)
34. K10+- Feel restless or fidgety (2.5)	Num(1)
35. K10+- So restless could not sit still (2.6)	Num(1)
36. K10+- Feel depressed (2.7)	Num(1)
37. K10+- Feel that everything an effort (2.8)	Num(1)
38. K10+- Nothing could cheer you up (2.9)	Num(1)
39. K10+- Feel worthless (2.10)	Num(1)
40. K10+- totally unable work/study- no. of days (2.11)	Num(2)
41. K10+- cut down work/study- no. of days (2.12)	Num(2)
42. K10+- visits to professional about feelings- no. of consultations(2.13)	Num(2)
43. K10+- how often physical health the cause- no. of occasions(2.14)	Num(2)
44. QoL-8- rate quality of life (3.1)	Num(1)
45. QoL-8- rate health (3.2)	Num(1)
46. QoL-8- rate energy for everyday life (3.3)	Num(1)
47. QoL-8- money to meet needs (3.4)	Num(1)
48. QoL-8- ability to perform daily activities (3.5)	Num(1)
49. QoL-8- satisfied with self (3.6)	Num(1)
50. QoL-8- satisfied with personal relationships (3.7)	Num(1)

51. QoL-8- satisfied with conditions of your living place (3.8)	Num(1)
52. Principle Source of Income (MDS) (3.9)	Num(2)
53. Living Arrangements (MDS) (3.10)	Num(2)
54. Usual Accommodation (MDS) (3.11)	Num(2)
55. Number of Occasions Arrested (BTOM) (3.12)	Num(2)
56. Number of Arrests for Recent Offences (BTOM) (3.13)	Num(2)
57. Injecting Drug Use (BTOM) (4.1)	Num(1)
58. Sharing of Needle and syringe (BTOM) (4.2)	Num(1)
59. Sharing Other Injecting Equipment (4.3)	Num(1)
60. Drug Overdoses (4.4)	Num (3)
61. *Nicotine Dependence - 62. *Nicotine Dependence - How soon after waking do you smoke your first cigarette (ND2)	Num(1)
63. *Nicotine Dependence - How many cigarettes smoked on a typical day (ND3)	Num(1)
64. *Nicotine Dependence - If previously attempted to quit, withdrawals or cravings experienced (ND4)	Num(1)
65. *ATOP Alcohol Typical Qty	Char(50)
66. *ATOP Alcohol Wk4	Num(1)
67. *ATOP Alcohol Wk3	Num(1)
68. *ATOP Alcohol Wk2	Num(1)
69. *ATOP Alcohol Wk1	Num(1)
70. *ATOP Alcohol Total	Num(2)
71. *ATOP Alcohol Not Asked	Num(1)
72. *ATOP Cannabis Typical Qty	Char(50)
73. *ATOP Cannabis Wk4	Num(1)
74. *ATOP Cannabis Wk3	Num(1)
75. *ATOP Cannabis Wk2	Num(1)
76. *ATOP Cannabis Wk1	Num(1)
77. *ATOP Cannabis Total	Num(2)
78. *ATOP Cannabis Not Asked	Num(1)
79. *ATOP Amphetamine Typical Qty	Char(50)
80. *ATOP Amphetamine Wk4	Num(1)
81. *ATOP Amphetamine Wk3	Num(1)
82. *ATOP Amphetamine Wk2	Num(1)
83. *ATOP Amphetamine Wk1	Num(1)
84. *ATOP Amphetamine Total	Num(2)
85. *ATOP Amphetamine Not Asked	Num(1)
86. *ATOP Benzodiazepines Typical Qty	Char(50)
87. *ATOP Benzodiazepines Wk4	Num(1)
88. *ATOP Benzodiazepines Wk3	Num(1)
89. *ATOP Benzodiazepines Wk2	Num(1)
90. *ATOP Benzodiazepines Wk1	Num(1)
91. *ATOP Benzodiazepines Total	Num(2)
92. *ATOP Benzodiazepines Not Asked	Num(1)
93. *ATOP Heroin Typical Qty	Char(50)
94. *ATOP Heroin Wk4	Num(1)
95. *ATOP Heroin Wk3	Num(1)
96. *ATOP Heroin Wk2	Num(1)
97. *ATOP Heroin Wk1	Num(1)
98. *ATOP Heroin Total	Num(2)
99. *ATOP Heroin Not Asked	Num(1)
100. *ATOP Other Opioids Typical Qty	Char(50)
101. *ATOP Other Opioids Wk4	Num(1)

102. *ATOP Other Opioids Wk3	Num(1)
103. *ATOP Other Opioids Wk2	Num(1)
104. *ATOP Other Opioids Wk1	Num(1)
105. *ATOP Other Opioids Total	Num(2)
106. *ATOP Other Opioids Not Asked	Num(1)
107. *ATOP Cocaine Typical Qty	Char(50)
108. *ATOP Cocaine Wk4	Num(1)
109. *ATOP Cocaine Wk3	Num(1)
110. *ATOP Cocaine Wk2	Num(1)
111. *ATOP Cocaine Wk1	Num(1)
112. *ATOP Cocaine Total	Num(2)
113. *ATOP Cocaine Not Asked	Num(1)
114. *ATOP Other Substance 1	Char(50)
115. *ATOP Other Substance 1 Typical Qty	Char(50)
116. *ATOP Other Substance 1 Wk4	Num(1)
117. *ATOP Other Substance 1 Wk3	Num(1)
118. *ATOP Other Substance 1 Wk2	Num(1)
119. *ATOP Other Substance 1 Wk1	Num(1)
120. *ATOP Other Substance 1 Total	Num(2)
121. *ATOP Other Substance 1 Not Asked	Num(1)
122. *ATOP Other Substance 2	Char(50)
123. *ATOP Other Substance 2 Typical Qty	Char(50)
124. *ATOP Other Substance 2 Wk4	Num(1)
125. *ATOP Other Substance 2 Wk3	Num(1)
126. *ATOP Other Substance 2 Wk2	Num(1)
127. *ATOP Other Substance 2 Wk1	Num(1)
128. *ATOP Other Substance 2 Total	Num(2)
129. *ATOP Other Substance 2 Not Asked	Num(1)
130. *ATOP Daily Tobacco Use Typical Qty	Char(50)
131. *ATOP Daily Tobacco Use	Num(1)
132. *ATOP Injected Wk4	Num(1)
133. *ATOP Injected Wk3	Num(1)
134. *ATOP Injected Wk2	Num(1)
135. *ATOP Injected Wk1	Num(1)
136. *ATOP Injected Total	Num(2)
137. *ATOP Injected Not Asked	Num(1)
138. *ATOP Injected Used Equipment	Num(1)
139. *ATOP Days Paid Work Wk4	Num(1)
140. *ATOP Days Paid Work Wk3	Num(1)
141. *ATOP Days Paid Work Wk2	Num(1)
142. *ATOP Days Paid Work Wk1	Num(1)
143. *ATOP Days Paid Work Total	Num(2)
144. *ATOP Days Paid Work Not Asked	Num(1)
145. *ATOP Days Education Wk4	Num(1)
146. *ATOP Days Education Wk3	Num(1)
147. *ATOP Days Education Wk2	Num(1)
148. *ATOP Days Education Wk1	Num(1)
149. *ATOP Days Education Total	Num(2)
150. *ATOP Days Education Not Asked	Num(1)
151. *ATOP Homeless	Num(1)
152. *ATOP Risk of Eviction	Num(1)
153. *ATOP Primary Caregiver under 5	Num(1)
154. *ATOP Primary Caregiver 5 to 15	Num(1)
155. *ATOP Arrested	Num(1)

156. *ATOP Violent to you	Num(1)
157. *ATOP Violent to others	Num(1)
158. *ATOP Psychological Health Status	Num(2)
159. *ATOP Physical Health Status	Num(2)
160. *ATOP Quality of life	Num(2)

*new addition