This version introduces the ability to create different episodes of care for your clients. Here is a highlight of what has changed:

**Episode History Box**
The new Episode History box contains the following information and functionality:

1. **[Select] Button**: the system will automatically open with the most recent episode highlighted in yellow. To view questionnaires for a different episode, click **[Select]** next to the episode number you would like to view. NOTE: the episode you are currently viewing will appear highlighted in yellow. In the screenshot below, episode 2 is highlighted and visible in the Questionnaire History box below.
2. **Episode Number**: the system will automatically assign a number to each episode.
3. **Questionnaire Count**: the system will calculate the total number of questionnaires administered for each episode.
4. **Begin Date**: the date the episode was created. This date is automatically generated by the system. NOTE: the begin date is determined by the earliest questionnaire administered for that episode.
5. **Discharge Date**: this field displays the date the episode was discharged.
6. **Discharge Type**: this field displays the discharge type selected from the dropdown menu. Discharge types are defined by your organization.

![Episode History Box](image)

![Questionnaire History Box](image)
Clinician at Administration and Setting of Care
The Questionnaire History box now includes the name of the clinician at administration, as well as the Setting of Care at administration.

Discharging an Episode
An open episode must be discharged before a new episode can be created. Click [Discharge] to discharge the current episode. A discharge type is required and values for this drop down menu are designated by your organization. The discharge date will auto-populate with the current date, however, this date can be adjusted in the Discharge Date field.

Updating a Discharged Episode
Once an episode is discharged, it cannot be re-opened. An [Update] button is available to change discharge type and discharge date.

Creating a New Episode
Before creating a new episode, all existing episodes must be discharged. There are two options for creating a new episode of care. The first method is by clicking on [New Episode] in the Episode History box. This will create a new episode without any existing questionnaires. A clinician can then administer a new questionnaire to the client or move a questionnaire from a different episode, if appropriate.
In addition, if a client submits a completed questionnaire without an open episode already created, the system will automatically create a new episode of care for them. Therefore, it is not necessary for the clinician to manually create the new episode.

**Deleting an Episode**

An episode can only be deleted when there are no questionnaires associated with that episode. In the screenshot below, you can see episode 2 shows the questionnaire count as 0 so the **Delete** option is visible.

**Assigning the Intake Session**

The system will automatically assign the first session as the Intake session. This new release allows you to select a subsequent session as your preferred Intake. To change the Intake from one session to another, click on **[Select]** for the session you would like to open. **[Select]** is located in the Questionnaire History box as shown in the screenshot below. Note: changing the Intake session changes the algorithms used to determine alerts and feedback messages.
After you click [Select], the Questionnaire Detail box opens. A new checkbox labeled **Intake** has been added to this form. Check this box to designate a new Intake session. **NOTE:** when you assign a new Intake, the system will automatically remove the X from the existing Intake session. Only one session can be marked as the Intake for an episode.

Client Reports Not Available Prior to Designated Intake Session

As visible in the screenshot below, no client report is available for sessions prior to the designated Intake session.

Clinician Reports after Intake is Moved

When the Intake session is moved to a later session, all clinician reports prior to the designated Intake will no longer have an alert status and are treated as an initial session.

In addition, these administrations are not part of the algorithms used to determine alerts and feedback messages on subsequent reports.

For clinician reports prior to the selected Intake, it is important to note the following:

1. The initial score is no longer displayed. Instead, the **Intake Score** is now displayed.
2. Since the Most Recent Score was calculated prior to the Intake Score, the Change From Initial field is not an accurate assessment and should be ignored on these clinician reports. A perfect example can be seen on the screenshot below. The Change From Initial shows “Reliably Worse” because the Most Recent Score is significantly higher than the Intake Score; however, this Intake Score is actually from a later administration.

Moving a Session to a New Episode of Care
Occasionally it may be necessary to re-assign an administered questionnaire from a discharged episode to a new episode when it is determined that the session belongs with the new episode of care. This release allows you to move a session between episodes. Click [Select] to open the Questionnaire Detail form. A new field labeled Episode has been added to this form. To move the open questionnaire to a different episode, simply select the
new episode number from the drop down list. NOTE: when a session is moved to a new episode, it may be necessary to adjust your session numbers and designated Intake on the new episode.

**Track Critical Items Across Treatment Sessions (Not available for all Instruments)**

This release introduces the ability to track Critical Items across treatment sessions (NOTE: this is not available for all instruments). As you can see in the screenshot below, simply change the Graph Type to Critical Items to display the critical items by session number.

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**Questionnaire Detail**

- **Episode:** 2
- **Session Number:** 2
- **Date:** 4/30/2015
- **Setting of care:** Outpatient
- **Clinic:** Clinic A
- **Administration ID:** 560
  - Outpatient
  - Inpatient

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**Most Recent Critical Item Status:**

- **Suicide:** I have thought of ending my life.
- **Substance Abuse:** After heavy drinking, I need the next morning to get well.
- **Substance Abuse:** I feel annoyed by people who criticize my drinking.
- **Substance Abuse:** I have trouble at school because of drinking or drug use.
- **Work Violence:** I feel angry enough at work or school to do something I might regret.

**Feedback Message:**

The rate of change in the patient's change is less than expected. This patient may end up with no significant benefit from therapy. It is recommended that you be alert to the possible need to improve the therapeutic alliance, reconsider the client's readiness for change and the need to renegotiate the therapeutic contract, intervene to strengthen social supports, or possibly alter your treatment plan by intensifying treatment, or shift intervention strategies. Continue to carefully monitor treatment progress.
Clinician Report – Additional Page (Not available for all instruments)
Some instruments now include a second page for the Clinician Report that allows you to review items that have scored at least a certain response. Change the value using the drop down menu to bring back the desired responses.

New Detail Reporting Tab
This release includes a new Detail Reporting Tab that offers similar functionality as the WSI reporting tool, which allows for easier access to your data. For more information, please refer to the full OQ®-Analyst User Guide, which can be viewed by clicking on the OQ®-Analyst Documentation Site link on the home page after you login to the system.
Aggregate Reporting
The Aggregate reports now separate discharged episodes and open episodes, allowing for a more accurate look at outcomes.

Individual Reporting
The Individual reports now separate discharged episodes and open episodes.

Clear All Secondary Assignments
This release allows System Administrators to easily clear all secondary assignments for a clinician. [Clear All Secondary Assignments] becomes visible after clicking [List Active Clients] on an employee record.
Password Security Features

1. This release has the ability to require new users to change their initial password after login. OQ Measures IT Support will assign new users the temporary password “changeme1”. After login, new users will be required to reset or change their password.

2. The release also offers an optional security feature that requires passwords to contain at least one number.

Additional Information

For more information, please refer to the OQ®-Analyst User Manual that can be viewed by clicking on the OQ®-Analyst documentation site link on your home page.

To contact OQ Measures Support with any further questions:

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