



Data Collection Forms

For clinicians who regularly use these forms, here is some more detailed information about when and how to use and submit them. Please make sure that you are always using the most recent version of the forms.

EASA Client Data Path

EASA Referral form is completed for all clients referred to the EASA program. Agency staff starts completion of the form as part of the screening process.

Client is screened in or out of the program. **EASA Referral Form** is completed by agency staff.

If the client is screened into the EASA program the **EASA Intake Form** is completed by agency staff.

Every quarter agency staff completes an **EASA Outcome Review Form** for each client that was screened in and received services for the quarter. If the client has left the program during that quarter an outcome review form is completed with the discharge information and the client's episode of care is closed.

The **EASA Education and Outreach Form** is completed after each community outreach event and entered by program staff into the online form. Quarterly the data is extracted from the online system and sent to each program to verify that all the events they were part of in the quarter have been entered.

EASA Data Collection Quarters Schedule

Quarter 1 reflects January, February, and March and is due April 10

Quarter 2 reflects April, May and June and is due July 10

Quarter 3 reflects July, August, and September and is due October 10

Quarter 4 reflects October, November and December and is due January 10



Data Collection Forms

The EASA Center for Excellence collects data from the statewide EASA program sites for research and evaluation. This data helps us track program participation and effectiveness.

EASA Forms Short Descriptions & Current Versions

The most current data forms will always be available on the EASA website under Resources for Professionals and Data Collection Forms. Forms updates will be announced through the EASA listserv.

EASA Education and Outreach Form

http://www.easacommunity.org/PDF/EASA_Education_and_Outreach_Form-7-1-16.pdf

- This form captures information about your education and outreach activities. It does not contain PHI and so it can be submitted via an online form located here: https://portlandstate.qualtrics.com//SE/?SID=SV_2tRp1VaphSGHQ9
- Please submit information for your Education and Outreach activities via this online form as they occur. An end of quarter report will be sent to each agency that lists all of the activities entered over the quarter. Please review the report and add any additional activities. The online form provides an option to report no activities for a quarter if needed.

EASA Referral Form

http://www.easacommunity.org/PDF/EASA_Referral_form-7-1-16.pdf

- This form includes demographics about the client and the referral, and information about the referral decision.
- Please complete this form for all referrals screened in or screened out.

EASA Intake Form

http://www.easacommunity.org/PDF/EASA_Intake_Form-7-1-16.pdf

- This form contains information about the client and services at the time of intake.
- Please complete this form for all clients screened into the EASA program.

EASA Outcome Review Form

http://www.easacommunity.org/PDF/EASA_Outcome_Review_Form-7-1-16.pdf

- This form contains information about the client and services they have received.
- Please complete this form for all discharges as soon as they happened and at the end of every quarter for all clients that are currently active clients.

EASA Data Entry Guide Short Version 7-1-16

http://www.easacommunity.org/PDF/EASA_Data_Entry_Guide-Short_Version-7-1-16.pdf

- This document is designed to be a quick resource sheet with definitions and instructions for the most common questions that come up when the data collection forms are being completed.