Center of Excellence in Substance Abuse Treatment and Education (CESATE)

Brief Addiction Monitor (BAM) Scoring Template

Standard Operating Procedures (SOPs)

Entering Data

- Upon each administration of the BAM, data will be entered in a new column. For example, the Baseline (first) BAM administered is the "Intake" BAM and each one after this is a "Follow-up" BAM.

1. Double click the file titled "BAM Scoring Template" to open the file in Microsoft Excel.
2. Select the appropriate column for the scores (I.e.: the baseline BAM will be entered into the "Intake" column, the second BAM will be entered in the Follow-up #1 column, etc.)
3. Once you have decided which column you will use, change the title of the column (in the DATE row) to the date that the BAM was administered and hit **Enter**.
4. Then, below the newly entered date, enter the patient's numerical answer to BAM question #1 in the "BAMQ1: Health Problems" row and hit **Enter**.
    a. **NOTE:** When entering the data be sure to enter the numerical score (0-4) associated with each response rather than the corresponding patient answer (i.e. 1-3, 16-30, Slightly, Extremely).
5. Enter the patient's numerical answer to BAM question #2 in the "BAMQ2: Sleep Problems" row and hit **Enter**.
6. Continue this process with the BAM questions 3-17 in their designated row in the spreadsheet.
7. Do **NOT** enter data in the "USE", "RISK, and "PROTECTION" rows. These rows will auto-populate with the sum of the patient's use, risk and protection scores.
8. The pre-made graphs will automatically fill as data is entered.
9. NOTE: After the baseline BAM only the baseline BAM data will appear in the graphs. There will be no data to compare until after follow-up BAMs are administered.
10. Save the file. (See Below)

Protecting the Worksheet & Saving the File

- Before saving, each worksheet should be protected so that only specified users can access the patient's confidential BAM scores. In order to ensure each patient's BAM scores can be tracked over time, a separate scoring document should be kept for each patient.

1. After all current data has been entered, go to the Menu Bar on the top of the Excel spreadsheet and click the "**Review"** tab.
2. After clicking the **Review** tab new options will appear below. Click the **"Protect Workbook"** button.

3. Once clicked, a drop down menu will appear. From this menu select the **"Restricted Access"** option.
4. After doing this, the Restricting menu will appear. Check the box in the upper left corner of the menu to restrict access to the workbook.
5. As the file creator you automatically have access to the file. The boxes below give you the option to allow other clinicians and VHA personal reading and editing access to the document. If you choose to add other names you can click either the "read" or "change" button and select the users that are allowed access to the file.
6. Once you have added all users you wish to grant access to select "OK" in the bottom right corner. If at any time you wish to remove or add users follow steps in the following section.
7. After all current data has been entered and the workbook has been protected you must **Save the File.**
8. To do this, click the **Office Button** (color windows icon) in the top left corner.
9. When a new menu appears, Select **"Save As…"**
10. Choose a designated folder and type an identifying file name for the patient's BAM Scoring document. **NOTE:** Be sure to save the document to your site specific VA shared drive, NOT your personal computer hard drive and NOT the VA-wide Sharepoint.
11. Click **Save**.
12. The file will now be stored in the folder you selected. When a person attempts to open the file they will be prompted to type their VA Username and Password. Only people you selected will be allowed to open the file and read/change it contents.

Editing user Access of a previously Protected File

1. The only people with the ability to edit user access to the file is the person who originally protected the workbook and those that that allowed "editing" access to when originally protecting the file.
2. After the most current data has been entered, go to the Menu Bar on the top of the Excel spreadsheet and click the "**Review"** tab.
3. After clicking the **Review** tab new options will appear below. Click the **"Protect Workbook"** button.
4. Once clicked, a drop down menu will appear. From this menu select the **"Restricted Access"** option.
5. You must enter you VHA ID in the form of vha[VISN #]/vha[SITE CODE][USER NAME] and your VHA password (used to unlock your computer). An example from Philadelphia would be vha04\vhaphismithj, Password1.
6. After entering your information the restricting menu will appear. Click the box in the upper left corner of the menu to restrict access to the workbook and make edits.
7. The boxes below give you the option to allow other clinicians and VHA personal reading and editing access to the document. If you choose to add other names you can click either the "read" or "change" button and select the users that are allowed access to the file.

8. Once you have added or deleted the users you wish to grant/deny access, select "OK" in the bottom right corner. If at any time you wish to remove or add users these follow steps.
9. After all current data has been entered and the workbook has been protected you must **Save the File.**
10. To do this, click the **Office Button** (color windows icon) in the top left corner.
11. When a new menu appears, Select **"Save As…"**
12. Choose a designated folder and type an identifying file name for the patient's BAM Scoring document. **NOTE:** Be sure to save the document to your site specific VA shared drive, NOT your personal computer hard drive and NOT the VA-wide Sharepoint.
13. Click **Save**.
14. The file will now be stored in the folder you selected. When a person attempts to open the file they will be prompted to type their VA Username and Password. Only people you selected will be allowed to open the file and read/change it contents.

Entering Follow-up Data to a Pre-existing Case

- Once a baseline BAM has been administered, you will then conduct follow-up BAMs. The follow-up BAM data will be entered in the same file as the patient's baseline data.

1. Double click the file that was saved for the patient after the baseline BAM to re-open the file in Microsoft Excel.
2. Select the "follow-up #1" column (the first DATE column should have the date of the baseline BAM).
3. Change the words "follow-up #1" to the date of administration of the follow-up BAM. Hit **Enter**.
4. Then, below the newly entered date, enter the patient's numerical answer to BAM question #1 in the "BAMQ1: Health Problems" row and hit **Enter**.
5. Enter the patient's numerical answer to BAM question #2 in the "BAMQ2: Sleep Problems" row and hit **Enter**.
6. Continue this process with the BAM questions 3-17 in their designated row in the spreadsheet.
7. Do **NOT** enter data in the "USE", "RISK, and "PROTECTION" rows. These rows will auto-populate with the sum of the patient's use, risk and protection scores.
8. The graphs will auto-populate with the newly entered scores and they will now contain data from both the baseline BAM and the first follow-up BAM.
9. Don't forget to save your work! See the **Saving the File** section above.

Creating a New Graph

- To create a new graph, your patient's BAM scores must already be entered on the scoring sheet.

1. First you must highlight the DATE row. Be sure to include all dates and follow-ups even if they have not occurred yet.
2. With the DATE row highlighted press and HOLD the **Ctrl** key.
3. Highlight all the desired BAM Items. NOTE: When highlighting be sure to highlight the question label (i.e.: BAMQ8: Cravings)
4. With the information highlighted use the Menu Bar and select the **Insert** tab.
5. From that menu select **Column** (Graph)
6. A new menu will appear below and from this, select a 2-D cluster graph.
7. Excel should then create a graph with your selected variables.
8. Make sure to re-locate your new graph vertically under the pre-made graphs so it prints correctly.
9. To move the graph: make sure the graph is highlighted. To do this, simply click the graph.
10. Use the menu bar to select the **Home** tab and click the **Cut** button on the left.
11. Scroll down to the end of the document.
12. Choose a cell under the last graph and click it.
13. Click the **Paste** button (found on the Home tab).
14. Save the graph. (See the **Saving the File** section above).

<u>Printing</u>

- The file should be ready to print once your data is entered.

1. To print the document, click the **Office Button** (color windows icon) on the top left and select **Print**.
2. If you would like to preview the document before printing, click the **Office Button** and guide your mouse over the **Print** button but do NOT click.
3. A menu will appear to the left, select **Print Preview.**
4. If the charts are well centered and all the data can be seen, you can click **Print** in the top left corner.