Updating Group Setups in ITPS

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Units have been asked to update the setup of their groups in ITPS by Monday, January 7. This is a process that should take a total of only a few hours, and includes the following:

Eliminating old groups that are no longer in use

Applying the new group typing system to all groups

Filling in group setup fields, some of which are new (e.g., days of the week when groups are held)

Updating group memberships (though it is not critical at this time to complete all the Intervention and Objectives information for each member)

I would suggest something like the following procedure for getting this done:

Make sure that you have the newest version of ITPS, the revised version of the Group Manual, and the document explaining the new Group Utility (all included with the email to which this was attached).

Use the "GroupNotesUtility122707" document to guide you in eliminating groups no longer in use. These are easily recognized (as having neither members, nor activity associated with them). Please make sure to eliminate any unnamed groups that will generally appear at the top of the unit list of groups.

After eliminating unused groups, use the Manual to guide you in ensuring that all the following information is included for each active group:

Name: This is the name of the group, and essential for recognizing it on lists.

Group type: This is a new concept, explained in the Manual on Pages 6 and 7.

Leader: Important information for following up on group issues.

Program: Attaches the group to a unit; this is critical for reporting.

Frequency: This is required to calculate the expected number of hours for a group over a specified interval.

Minutes per meeting: This is required to calculate the expected number of hours for a group over a specified interval.

Start time: Critical for creating schedules.

Days of the week: This is required to calculate the expected number of hours for a group over a specified interval, and for creating schedules.

Although not absolutely critical at this time, the following will be useful for reporting:

Description: Will appear on reports focused on both unit programming and on individual patients.

Start date: This will become necessary to report on consistency of group activity, as this is planned over longer intervals of time.

End date: This will become necessary to report on consistency of group activity, as this is planned over longer intervals of time.

As new groups are planned, they can be added to the system in advance of actually being convened. This will permit them to be included in the analysis of programming, which will facilitate further planning.

Once members are added to groups (including new ones), it becomes possible to create schedules and reports analyzing a patient's program.

Again: it is anticipated that a unit's group setup can be updated within a few hours. If you are confused either about what is being requested, or about how to get it done, please do not hesitate to contact me immediately. At this point, there are a number of people around CVH who have become sufficiently comfortable with the group utility to assist.

Happy New Year!