

# Definitions for Smoking Cessation Standard Reporting Template (SCSRT)

## General

<b>Term</b>	<b>Definition/notes</b>
Start the programme	When enrolled on to the programme – <u>see #5 below</u>
End of programme	See #18 below. <i>Defined for each programme, recorded in service specification</i>
Programme description / programme intervention	<i>Defined for each programme, recorded in service specification</i>
Relapsed clients	<i>Defined for each programme, recorded in service specification</i> Note: If a client restarts programme (restarts NRT) within 12 months of assessment date do not count them as a new client. They are “relapsed and continue with programme”. After 12 months count as a new client.
Relapse programme/activities	<i>Defined for each programme, recorded in service specification</i>

## Section A – Client numbers

<b>Term (question number)</b>	<b>Definition</b>
1. Total number <u>referred</u>	
2. Number of clients single session intervention <b>ONLY</b> (Assessment of readiness to quit/assessment of intention to treat, <u>and/or</u> Smokefree information provided)	A <u>single session</u> that included: Being assessed but do not go onto “the programme” or other programmes Being given Smokefree and/or quitting advice
3. Number of clients supported on ongoing basis <b>ONLY</b> (for reduction, Smokefree, working towards motivation to quit, preparation to quit i.e. Relapse Prevention Planning (RPP)) – may be multiple events	<u>Supported on an ongoing basis</u> (for smoking related purposes): Being on <u>any other</u> programme, or ongoing contact offering support/advice or medication/aid to assist clients to stop smoking, cutting back or to develop Smokefree spaces. (This would include cessation programmes that use NRT inhalers, prescription medicines such as Zyban/Bupropion, Nortriptyline Noho Marae, counselling only methods, cold turkey, etc.)
4. Number of clients provided with maintenance support <b>ONLY</b> (already quit when referred/at first contact <sup>1</sup> )	For example as can occur in a hospital based programme for cardiac services patients (this does <u>not</u> refer to clients that relapse after a quit attempt that occurred while on the programme).

<sup>1</sup> For example as can occur in a hospital based programme for cardiac services patients (this does not refer to clients that relapse after a quit attempt that occurred while using the programme)

5. Number of clients enrolled <sup>2</sup> on “cessation programme” <u>without</u> NRT (Refers to clients using other cessation therapies and other NRT products)	‘Enrolled’ - refers to the point in time that the client was assessed and the decision was made that the client was ready to quit/was motivated to quit/had set a quit day and they were enrolled on to the cessation programme, or that you had an ‘intention to treat’ with intended outcomes that included a quit attempt, and they were enrolled on to the relevant programme
6. Number of clients enrolled on “cessation programme” <u>with</u> NRT (Refers to clients using MoH approved NRT eg; Patches & Gum <u>only</u> )	As above
7. Total number worked with (add up above categories 2 to 6 – Number of clients that received single session intervention (2) , ongoing support (3), relapse maintenance (4) , cessation (5 & 6)	Total number of clients record them only once in row #2 to row #6.

## Section B - Profile of clients when enrolled on “cessation programme”

<b>Term</b>	<b>Definition/notes</b>
8. Age when enrolled on programme	Record age. At time enrolled on programme. Total = number of clients enrolled on programme (with NRT/ without NRT).
9. Gender	Record gender. Total = number of clients enrolled on programme (with NRT/ without NRT).
10. Ethnicity	<p><b>Question – Which ethnic group do you belong to?</b> Mark the space or spaces which apply to you.</p> <p>a. New Zealand European.... 1  b. Māori..... 1  c. Samoan ..... 1  d. Cook Island Māori..... 1  e. Tongan ..... 1  f. Niuean ..... 1  g. Chinese ..... 1  h. Indian ..... 1  i. Other (such as Dutch, Japanese, Tokelauan) .... 1</p> <p>Record <u>all that apply</u>, each client can be more than one ethnic group.  No total – as multiple answers are allowed.</p>
11. Pregnancy status when enrolled on programme	Record pregnancy status. At the time enrolled onto the programme. Total = number of female clients enrolled on programme (with NRT/ without NRT)

<sup>2</sup> Enrolled = assessed & decision made that ready to quit/was motivated to quit/set quit day. These people may have earlier received a brief intervention, Smokefree education etc. Please record them only once in this table.

12. Smoking level - tailor made cigarettes when enrolled on programme	<p><b>Question - How average, how many tailor made cigarettes do you smoke per day?</b>  At time enrolled onto the programme  Amount per day.  Total = number of clients enrolled on programme (with NRT/ without NRT) that smoke tailor made cigarettes</p>
13. Smoking level – loose tobacco when enrolled on programme	<p><b>Question - On average, how many grams of tobacco do you smoke in a week?</b>  At time enrolled onto the programme.  Amount per week.  A small pack of loose tobacco weighs 30 grams and large pack weighs 50 grams, but loose tobacco is sold in other amounts.  Total = number of clients enrolled on programme (with NRT/ without NRT) that smoke rollies</p>
12 & 13	<p>If a client smokes only loose tobaccos/rollies, then record as “Don’t smoke these” in #12  If a client smokes only tailor-mades, then record as “Don’t smoke these” in #13  If a client smokes both tailor-made and rollies (at least 1 in 10 smokers smoke both) record amounts in each question - tailor made amount in #12 and loose tobacco amount in #13</p>
14. Totally Smokefree home	<p><b>Question - At your home, is smoking allowed anywhere inside your home?</b>  Allowed inside home = Yes, smoking allowed inside home  Not allowed inside = No, smoking not allowed anywhere inside  Total = number of clients enrolled on programme (with NRT/ without NRT)</p>
15. Totally Smokefree car	<p><b>Question - Is smoking allowed in your car?</b>  Allowed in car =Yes, smoking allowed in ca  Not allowed = No, smoking is not allowed 2  No car = do not own/part own a car  Total = number of clients enrolled on programme (with NRT/ without NRT)</p>
16. Household size	<p><b>Question - How many persons, including yourself, babies, children, and boarders, live in your household?</b>  Live in the home = spend more than half the week there.  At time enrolled onto the programme  Record the number of clients on that “live in house of more than 6” (i.e. this is <u>not</u> the number of people in the house)  Total = number of clients enrolled on programme (with NRT/ without NRT)</p>
17. Household smokers	<p><b>Question - Including yourself, how many people living in your household are daily smokers</b>  Daily smoker = known to smoke at least one cigarette most days a week  At time enrolled onto the programme  Total = number of clients enrolled on programme (with NRT/ without NRT)</p>

## Section C - Client numbers – Completed “intensive” phase of the programme

<b>Term</b>	<b>Definition/notes</b>
18. Number completed “the intensive programme” as per service specification- intensive phase = NRT & weekly/fortnightly contact etc. First 6 – 12 weeks.	<p><i>Defined for each programme, recorded in service specification</i></p> <p>Completed (as per service specification) = did regular weekly/fortnightly contact for first 6, 8, 12 weeks / received 8 weeks of NRT / received other agreed therapies/counselling</p> <p>Not completed = Not had contact/counselling /therapies as per service specification</p> <p>Not completed = self exited programme, excluded from the programme (not wanting ongoing contact/support)</p> <p>NOTE: Completion is regardless of smoking status</p>

## Section D - 6-month follow-up

<b>Term</b>	<b>Definition/notes</b>
Follow-up	Contact with clients made 6 months / 12 months after the day they where <u>enrolled</u> on the “the programme”, to record quit-smoking status, Smokefree status of home and car
Eligible for follow-up	All those enrolled on the programme are eligible
19. Number of clients spoken to at follow up	Report the number of clients that you spoke to, and have follow-up data for
20. Number of clients lost to followed up	Report number of clients lost to follow-up = lost contact with altogether/could not be found for follow-up/could not do followed-up at correct time
19 & 20	#19 and #20 should be the total number due for 6-month follow-up (i.e. the number that were enrolled on the programme in relevant period).
21. Number of clients quit at follow up	<p><b>Question - Have you smoked a cigarette, even a puff, in the last seven days?</b></p> <p>Quit = not smoked in the past 7 days</p> <p>Smoking = number of clients smoked in the past 7 days</p>
22. Number of clients smoking at follow up	
23. Number of relapsed clients that have repeated the intervention activities since the intensive phase	<p>Number of relapsed clients that have commenced the intervention activities of RPP<sup>3</sup> and cessation activities (e.g. used more NRT) at any time from end of intensive phase up until 6-month follow-up time.</p> <p>(Intensive phase is the RPP and period on NRT and period of weekly/fortnightly contact i.e. the first 6 to 12 weeks from start of programme).</p> <p>Repeated intervention = attempted to quit again with support of the programme by repeating the RPP and cessation activities</p> <p>Not repeated = No relapse</p> <p>Not repeated = Smoking but not attempted to quit with support of the programme</p>

<sup>3</sup> Relapse Prevention Planning

24. Number of clients at follow up totally Smokefree house	<b>Question - At your home is smoking allowed anywhere inside, only in set areas, or no where inside your home?</b> Home totally Smokefree = number of clients where no smoking is allowed "No where when inside"
25. Number of clients at follow up totally Smokefree car	<b>Question - Is smoking allowed in your car?</b> Car totally Smokefree = number of clients where smoking not allowed in their car Car totally Smokefree = number of clients where no smoking in car
26. Number of clients provided less than 7 days NRT	From client records – 1 day or more, but less than 7 days NRT provided
27 Number of clients provided 1 week to 7 weeks NRT	From client records – 1 – 7 weeks NRT provided
28. Number of clients provided 8 weeks NRT	From client records – 8 weeks NRT provided (includes more than 8 weeks worth)

### Section E. Client numbers – Completed “the programme”

End of “the programme”	<i>Defined for each programme, recorded in service specification</i> Completed (as <u>per service specification</u> ) = Continued regular, ongoing contact from 6 months to 12 months (e.g. by working with clients developed maintenance plans, milestone celebrations, letters and newsletters etc.). Not completed = Not done plan/celebrations etc Not completed = Self exited programme, excluded from the programme (not wanting ongoing contact/support)  NOTE: Completion is regardless of smoking status
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## Section F. 12 month follow-up

30. Number of clients spoken to at follow up*	As for #19
31. Number of clients lost to followed up	As for #20
30 & 31	#30 and #31 should be the total number due for 12-month follow-up (i.e. the number that were enrolled on the programme in relevant period).
32. Number of clients quit at follow up	As for #21 and #22
33. Number of clients smoking at follow up	
34. Number of clients smoking at follow up that are currently on the programme	
34. Number of relapsed clients that have repeated the intervention activities since the 6 month follow-up	As for #23 (Timeframe = from 6-month follow-up time to 12-month follow-up time)
35. Number of clients totally Smokefree house	As for #24
36. Number of clients totally Smokefree car	As for #25

## Section G. Narrative reporting

Narratives	<i>Defined for each programme, recorded in service specification</i>
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