

**Smoking Cessation Standard Reporting Template (SCSRT)  
Frequently Asked Questions**

(See *SCSRT Definitions* for further details)

Question: What is the SCSRT?

Answer: The Smoking Cessation Standard Reporting Template is a tool that enables Ministry of Health to collect a standard set of statistical data.

Question: Why was the SCSRT necessary?

Answer: When smoking cessation service providers were increased in 2001, programmes and reporting criteria's varied across Ministry of Health regions, therefore it was difficult to assess the actual impact that smoking cessation programmes were having locally, regionally and or nationally. Therefore, the SCSRT has been introduced for the purpose of collecting a standard set of data that provides statistical evidence of programme impact.

Question: Who has to use the SCSRT?

Answer: Any provider who is contracted and funded by Ministry of Health to provide specified smoking cessation services

Question: How do providers send the Ministry of Health data recorded on SCSRT?

Answer: There are three standard methods of sending data

1. a paper copy of the SCSRT posted to CG Computing Ltd  
or
2. an electronic copy generated from the AKP Database emailed or on CD to CG Computing Ltd by 20 January and 20 July annually  
plus
3. a paper copy of SCSRT included in 20 January and 20 July six monthly reports to Ministry of Health

Question: Provider is using a database but not the AKP version. Can the data be sent electronically to CG Computing Ltd?

Answer: Yes, but the data must be in the exact same format as the SCSRT

## *SCSRT Frequently Asked Questions (October 2005)*

- Question: What happens to the data on the SCSRT when it is sent to CG Computing Ltd?
- Answer: CG Computing Ltd is contracted by the Ministry of Health to collate and reproduce the data into either regional or national sets of statistical data.
- Question: Apart from Ministry of Health and CG Computing Ltd, who else has access to the data that is collected from providers?
- Answer: The SCSRT is in a trial and is being evaluated therefore for the duration of the evaluation, on behalf of Ministry of Health, the Evaluation Team consisting of BRC and T&T Consulting Ltd, will have access to SCSRT data to:
- extract and analyse specific sets of data
  - validate correct utilisation of SCSRT
  - validate that SCSRT is an effective measuring tool
  - provide feedback to service providers
  - help to develop annual and term-of-contract reports for providers and the Ministry
- Question: Can providers access other providers' SCSRT data from CG Computing Ltd?
- Answer: No. Providers would have to seek permission and approval to access the required data direct from each other.
- Question: Is the SCSRT the only data that providers need to submit annually on 20 January and 20 July to CG Computing Ltd?
- Answer: Yes.
- Question: Is the SCSRT the only data that providers need to submit annually on 20 January and 20 July to Ministry of Health?
- Answer: No. Providers are also required to submit service specification schedules that include additional reporting requirements some of which align directly to the SCSRT
- Question: Is it important to record every client that enquires about or is referred to the smoking cessation service?
- Answer: Yes very important. The minimum information to record is a date, name and referral source for all enquiries and referrals

## SCSRT Frequently Asked Questions (October 2005)

Question: What is a Single Session?

Answer: A Single Session is when a client is provided with specific information i.e.

- Verbal information on service or programme
- Service brochure or card
- Smokefree/Auahi Kore information

Question: What is Relapse Prevention Planning (RPP)?

Answer: RPP is when a client who has had a single session and is provided with a second session, wants more information and or indicates an interest to prepare to quit by undertaking programmes that may include:

- Reducing intake of cigarettes
- Creating smokefree environments
- Keeping a daily smoking diary
- Trialling smoking cessation aids
- Identifying barriers to quitting
- Triggers to smoking
- Coping strategies
- Managing stress
- Setting a quit date

Question: What is Maintenance Only?

Answer: Maintenance Only is for clients who when first referred have already quit smoking and are not on Nicotine Replacement Therapy (NRT) and want support only to remain quit

Question: What if Maintenance Only clients relapse and return to smoking?

Answer: If client wants to quit, re-enter at RPP stage and assess stage of readiness. When prepared and ready to quit, enrol on the intensive programme.

Question: When clients complete the "8 week intensive programme" does their programme status change to Maintenance Only?

Answer: No. Their status on the Stage of Change Model is now Maintenance and they are still deemed to be "on the Programme" to complete their 6 and 12 month follow-ups.

*SCSRT Frequently Asked Questions (October 2005)*

- Question: When do clients enrol on “Intensive Programme”?
- Answer: When the Quit Coach has implemented 1, 2, & 3 of the SCSRT in consultation with client and assessment procedures.
- Question: Does a client have to quit smoking before enrolling on “Intensive Programme”?
- Answer: Yes. All clients must be quit.
- Question: When clients finish the “8 week intensive programme” have clients completed only if smokefree/auahi kore?
- Answer: No. If client has adequately achieved the planned and agreed tasks set for the “8 week programme” regardless of whether there has been a relapse episode or they are smoking or not smoking, it is the quit coach who assesses the 8 week status to determine whether client has completed or not completed.
- Question: At the 6 and 12 month follow-up have clients completed only if smokefree/auahi kore?
- Answer: No. If client has adequately achieved the planned and agreed tasks over the 6 and 12 month periods, regardless of whether there has been a relapse episode or they are smoking or not smoking, it is the quit coach who assesses the status at 6 and 12 months follow-up to determine whether client has completed or not completed.
- Question: What time period does the 6 month/12 month follow-ups commence from?
- Answer: The 6 month/12 month follow-ups ideally should be carried out on or as near as possible to 6 months/12 months from when the client first enrolled on the “intensive programme”
- Question: If client relapses and not ready to quit do they have to exit the programme?
- Answer: No. Client is recorded as relapsed and offer RPP sessions and Quit Coach uses motivating interviewing/counselling techniques to encourage another quit attempt.

*SCSRT Frequently Asked Questions (October 2005)*

Question: After a relapse event and client resumes on programme does this change their 6 month/12 month follow-up dates?

Answer: No. Follow-up dates remain the same as when they first enrolled on the “intensive programme”

Question: What is “With NRT”?

Answer: “With NRT” is the NRT product that is used by providers who are either:

- supplied Quit Cards by The Quit Group or
- provided with MoH funds to purchase approved NRT

Question: What is “Without NRT”?

Answer: Any other therapy used to aid clients to quit i.e. other NRT products, nortriptyline, zyban, acupuncture, cold turkey, hypnosis, rongoa, herbal remedies, prayer

Question: If providers have any queries on SCSRT who can they contact?

Answer: Queries can be addressed to your regional portfolio manager or BRC/T&T Consulting Limited by phone or email  
Sue Taylor at T&T Consulting - [sue@ttcl.co.nz](mailto:sue@ttcl.co.nz), 06 362-6639  
Anne Dowden at BRC [anne.dowden@brc.co.nz](mailto:anne.dowden@brc.co.nz), 04 4626405