



# Data Collection and Monitoring



## The Tackling Tobacco program recommends:

**Assess and record all client's smoking status at intake, discharge and periodically throughout their engagement with the organisation**

**At a minimum, annually audit current data collection and monitoring processes to report against organisational targets and goals**

## Why is collecting data on tobacco use important?

- It paints a picture of tobacco use at your organisation that you can include in annual reports, grant applications and funding initiatives
- It guides data driven decisions about policy, guidelines and practice regarding quit smoking support
- It helps your organisation set goals to increase smoking cessation support and reduce tobacco use
- It motivates staff to continue quality improvement activities
- It helps share information to ensure continuity of care for clients

## What is the best way to record the data?

- Record data in an existing electronic software system
- Record data in drop down fields, checkboxes or buttons rather than as free text. This makes it easier to review and report on over time!
- Record data for all clients and ensure 100% of client records are up to date

### Tip

**Use visual reminders to identify clients who are current smokers and to prompt staff to fill out client records**

## What is the minimum data your organisation should collect on tobacco?

Indicator	Question	Answer Options
Smoking status	Which best describes your clients tobacco use?	<ul style="list-style-type: none"> <li>• Daily Smoker</li> <li>• Occasional smoker (smoked in last 30 days)</li> <li>• Ex-smoker</li> <li>• Never smoker</li> </ul>
Smoking cessation supports provided	Was a brief intervention delivered to the client?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
	Was Nicotine Replacement Therapy provided or access facilitated?	<ul style="list-style-type: none"> <li>• NRT offered and accepted</li> <li>• NRT offered and declined</li> </ul>
	If NRT was provided/facilitated, what type?	<ul style="list-style-type: none"> <li>• Patches</li> <li>• Lozenges</li> <li>• Gum</li> <li>• Inhaler</li> <li>• Mouth Spray</li> </ul>
	Was a referral to a smoking cessation support service provided?	<ul style="list-style-type: none"> <li>• Referral to Quitline</li> <li>• Referral to GP</li> <li>• Referral to [local cessation group/clinic]</li> <li>• Referral offered and declined</li> </ul>

## What other data could you consider collecting?

If your organisation is able to, consider collecting some additional information about smoking and your clients to provide a more detailed picture of tobacco use.

Indicator	Question	Answer Options
Number of cigarettes smoked per day (on average)	How many cigarettes does your client smoke per day?	<ul style="list-style-type: none"> <li>• Less than 10</li> <li>• 11-20</li> <li>• 21-30</li> <li>• 31 or more</li> </ul>
Time after waking to first smoke	How soon after waking up does your client smoke?	<ul style="list-style-type: none"> <li>• Within 5 minutes</li> <li>• 6-30 minutes</li> <li>• 31-60 minutes</li> <li>• After 60 minutes</li> </ul>
Withdrawal symptoms	If your client has previously quit, did they experience withdrawals? (Cravings, difficulty concentrating, frustration, restlessness, anxiety).	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unsure</li> </ul>
Carbon Monoxide Reading (if your organisation uses carbon monoxide monitors)	PPM (Parts per million reading)	Numerical data (e.g. 12 PPM)
E-cigarette/Vape use	Which best describes your client's e-cigarette/vape use?	<ul style="list-style-type: none"> <li>• Daily e-cigarette/vape use</li> <li>• Occasional e-cigarette/vape use (last 30 days)</li> <li>• Ex e-cigarette/vape use</li> <li>• Never used e-cigarette/vape</li> </ul>

## My organisation can't alter our existing data collection system, what are some other options for recording tobacco use data?

If you can't make changes to your existing data collection software systems, try one of the following work arounds:

- Create an online survey using Survey Monkey or similar
- Use an excel spreadsheet to collect tobacco use data

**Cancer Council NSW's Tackling Tobacco Team have survey and spreadsheet templates, get in touch today to find out more!**

## What do you do with the data once it's collected?

**Once you are collecting the right data, review:**

- How many clients have up to date records?
- How many clients are missing tobacco use information from their records?
- How many of clients have received support to quit from your organisation?

**Once you have reviewed the data:**

Share the review with your Manager, team and even your clients.



Set goals and measure progress within a given timeframe.



Review regularly and share in team updates, quarterly reviews or annual reports!

**An example of setting a goal could be: increasing the proportion of people who have been offered quit support from 25% to 50% in the next 6 months**

## What else should we consider when collecting data?

**Don't forget to ask about e-cigarettes, waterpipe, cigars and cannabis mixed with tobacco**

**You can tailor the answer options for smoking cessation support offered based on the supports you routinely provide and local options available**

## Need additional support?

Our Tackling Tobacco team are here to help. To speak to a member of our team, call 02 9334 1911 or email us at [tacklingtobacco@nswcc.org.au](mailto:tacklingtobacco@nswcc.org.au).

Alternatively, visit our [website](#) for further information on the Tackling Tobacco program.

