**Scoring the DDCAT/DDCHMT**

What you need:

* DDCAT/DDCMHT rating scale
* DDCAT/DDCMHT scoring key
* Chart audits
* Patient questionnaires
* Focus group notes
* Needs assessment questionnaire scoring key
* Needs assessment questionnaires

**Step 1**

* Map out answers from needs assessment questionnaire in needs assessment questionnaire scoring key

**Step 2**

* Review chart audits, patient questionnaires, program materials, and focus group notes and make comments on DDACT/DDCMHT scoring key

**Step 3**

* Review comments made on DDCAT/DDCMHT scoring key and contrast with DDCAT/DDCMHT rating scale. Give each component a score

**Step 4**

* Complete unit individualized needs assessment report based on findings and initiate implementation plan.