

# Module 4.1: Generating reports for individual service users

For further information, contact:

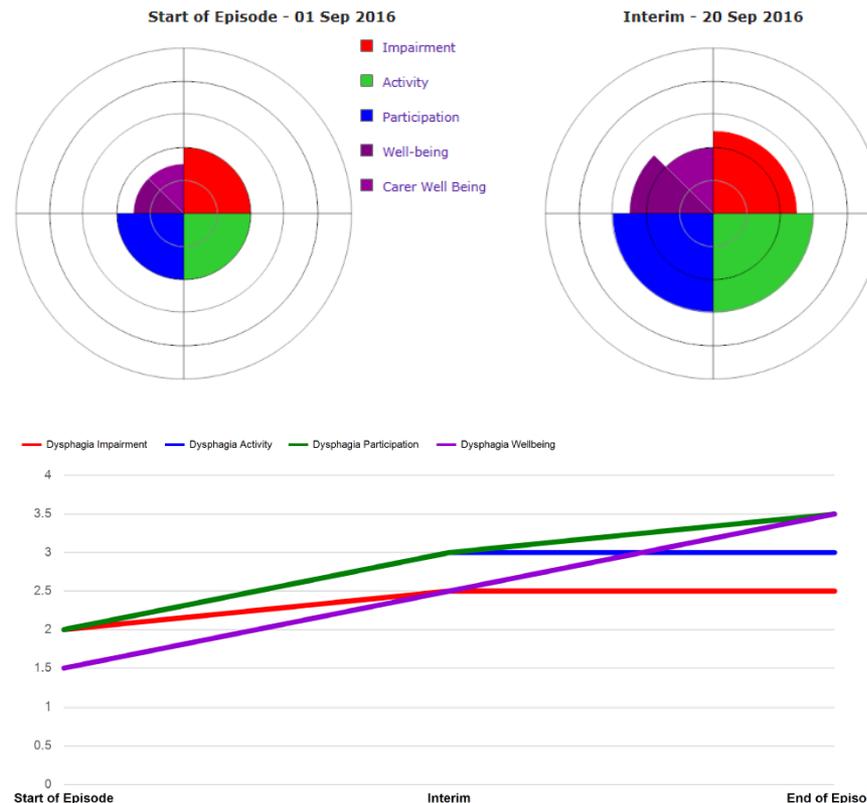
[ROOT@rcslt.org](mailto:ROOT@rcslt.org)

# Introduction

SLTs can use the ROOT to generate reports for individual service users under their care, showing the outcomes for the individual over time in association with SLT interventions



**Individual  
service  
user**



# Introduction

- This module is designed to guide you through creating these reports
- It is relevant to those using the 'direct data entry' and 'data upload' methods of recording TOMs in the ROOT
- Other modules are available to support with:
  - Generating service-level reports: general reports & quarterly reports (module 4.2)
  - Generating service-level reports: AAC (module 4.3)
  - Generating service-level data reports using the old report viewer (module 4.4) *NB Module 4.4 is only relevant to those who are accustomed to using the old report viewer and would prefer to continue using it during the transition to the new version. You should be aware, however, that these reports will be phased out in future.*

# Generating reports for individual service users

 RCSLT Online Outcome Tool

Welcome!

Therapy Outcome Measures



[Home](#) | [My Dashboard](#) | [Patients](#) | [Reports](#) | [Resources](#) | [Secure File Upload](#) | [Import Data](#) | [Admin](#)

You will need to 'search' for the service user on the ROOT, using their unique ID number

You are here: [Home](#) → [My Dashboard](#)

Welcome to the ROOT

## My Dashboard

Number of draft ratings: 0

[View my recent patients](#)

## NEWS

### Recent changes to the ROOT

The next time that you log in to use the ROOT, you will be asked to give consent for your personal data to be collected and used in relation to your use of the ROOT, confirm that your details are correct and complete an acceptable use agreement.

Our new Privacy Policy will make it easier for you to find out how we collect, use and protect your personal data in relation to the ROOT. [Click here](#) to view the privacy policy.

### Erratum for the TOMs AAC adapted scale

The third edition of Therapy Outcome Measures for Rehabilitation Professionals' (Enderby and John, 2015) details on page 102 that it is necessary to consider and score the activity, participation and well-being without AAC and with AAC. This has not been found to be practical and it has been decided that clients should be rated in the same way as on other adapted scales i.e. as they present at a particular time point: initial, intermediate (if required) and at end of episode of care or discharge. The ROOT has been adapted to accommodate this change in the TOMs. For further information, please contact [ROOT@rcslt.org](mailto:ROOT@rcslt.org)

### TOMs Development/Test System

# Generating reports for individual service users

Your most recently viewed patients will appear here

[Home](#) | [My Dashboard](#) | [Patients](#) | [Reports](#) | [Resources](#) | [Secure File Upload](#) | [Import Data](#) | [Admin](#) | [Site Admin](#)

You are here: [Home](#) → [Patient Search](#)

[Patient Search](#) | [Add Patient](#)

## Search for patient

Please enter at least three characters of an identifier to search for

If you entered an identifier that was less than three characters long (e.g. 8 or 27), you will need to add zeros at the start to search for it (e.g. 008 or 027)

Search

Search for a service user already entered into the system using the unique ID number

## My Recent Patients

Identifier	Date Modified
ererer;	06 Sep 2018
1234	04 Sep 2018
0000;	06 Aug 2018
1212;	06 Aug 2018
1010;	06 Aug 2018
9999;	06 Aug 2018
8888;	06 Aug 2018
7777;	06 Aug 2018
6666;	06 Aug 2018
5555;	06 Aug 2018

# Generating reports for individual service users

[Home](#) | [My Dashboard](#) | [Patients](#) | [Reports](#) | [Resources](#) | [Secure File Upload](#) | [Import Data](#) | [Admin](#)

You are here: [Home](#) → [Patient Search](#) → Anonymous Patient (123456)

## Patient Details

Gender: M  
Year of birth: 2013  
Identifiers: Local ID 123456

Click to **Open** the relevant episode of care

Remove Patient

Edit Patient Details

## Episodes of Care

Created By	Primary C&S Diagnosis	Additional C&S Diagnoses	Primary TOMs Scale	Date Created	Latest Rating Type	Last Modified		
ROOT Test	Social (pragmatic) communication disorder ;		Core Scale	07 Sep 2018	End of Episode	07/09/2018 12:04:23	<a href="#">Open</a>	<a href="#">Delete</a>
ROOT Test	Social (pragmatic) communication disorder ;		Core Scale	07 Sep 2018	Start of Episode	07/09/2018 12:04:50	<a href="#">Open</a>	<a href="#">Delete</a>

## AAC Episodes of Care

Created By	Primary C&S Diagnosis	Additional C&S Diagnoses	TOMs Scale	Date Created	Latest Rating Type	Last Modified		
No records to display.								

Add New AAC Episode

# Generating reports for individual service users: chart showing scores for a single rating

Home | My Dashboard | Patients | Reports | Resources | Secure File Upload | Import Data | Admin

You are here: Home → Patient Search → Anonymous Patient (123456;) → Episode:

Communication and Swallowing Disorder (Primary): Social (pragmatic) communication disorder ;

Primary TOMs Scale:

Core Scale

Secondary TOMs Scale:

Change TOMs Scale(s)

Ratings

Download Report

Show Multiple Charts - 

Click on the thumbnails to display charts showing TOMs scores for a single rating

Rating Type	Date of rating	Created By	Impairment	Activity	Participation	Well Being	Carer Well Being	Draft	Date Last Modified			
Start of Episode	08 Mar 2018	ROOT Test	2	2.5	2	3	N/A	<input type="checkbox"/>	07/09/2018 11:13:36		<a href="#">View</a>	<a href="#">Delete</a>
Interim	07 Sep 2018	ROOT Test	2.5	3	3	3	N/A	<input type="checkbox"/>	07/09/2018 11:59:00		<a href="#">View</a>	<a href="#">Delete</a>
End of Episode	07 Sep 2018	ROOT Test	3.5	3.5	3.5	3.5	3.5	<input type="checkbox"/>	07/09/2018 12:04:31		<a href="#">View</a>	<a href="#">Delete</a>

Why can't I add a new rating?

If any of your ratings are still draft, or you have added an "end of episode of care" rating, then you cannot add a further rating to this episode

[Return to Patient Summary](#)

# Generating reports for individual service users: chart showing scores for a single rating

TOMs Scores Chart

Export to PDF

Export to Image

Close

End of Episode - 22 Feb 2019

- Impairment (2)
- Activity (2.5)
- Participation (3)
- Well-being (3)
- Carer Well Being (2.5)

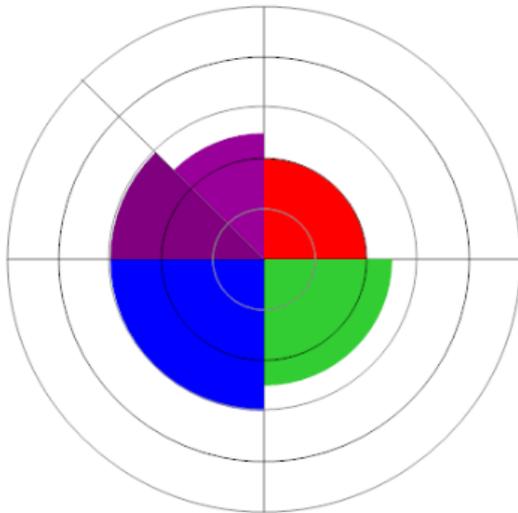


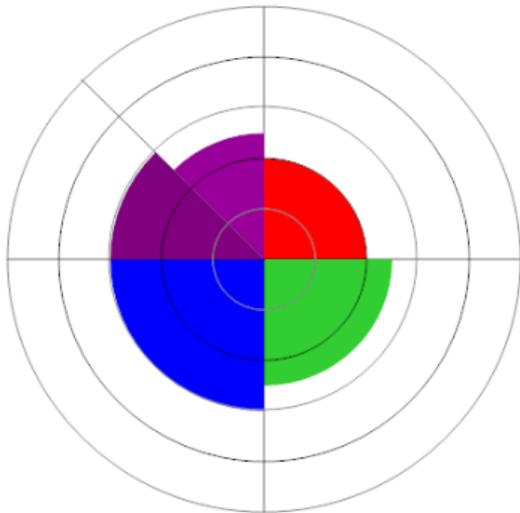
Chart showing a service user's TOMs scores for a single rating

# Generating reports for individual service users: chart showing scores for a single rating

TOMs Scores Chart

End of Episode - 22 Feb 2019

- Impairment (2)
- Activity (2.5)
- Participation (3)
- Well-being (3)
- Carer Well Being (2.5)



Export to PDF

Export to Image

Close

Click here to export the chart to a pdf or an image file

# Generating reports for individual service users: chart showing scores for a single rating

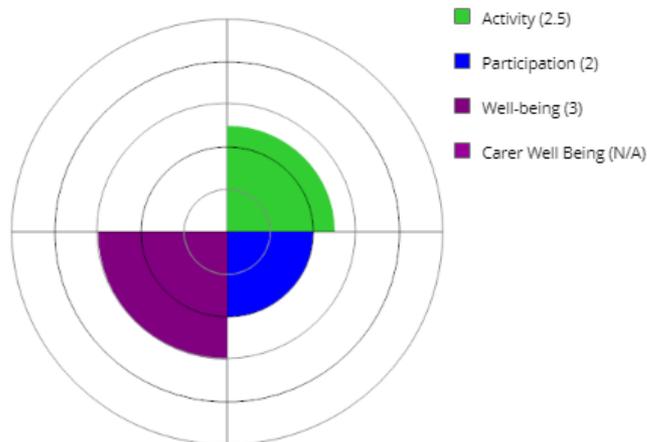
TOMs Scores Chart

Export to PDF

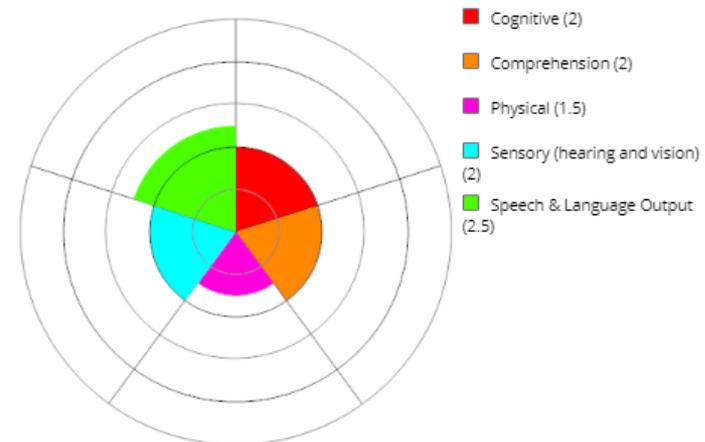
Export to Image

Close

Start of Episode - 13 Feb 2019



Impairment Domains



- For episodes of care where the AAC scale has been used, there will be two charts per rating:
- One showing scores for activity, participation, well-being and carer well-being
  - A second showing the sub-domains of 'impairment'

# Generating reports for individual service users: chart showing scores for multiple ratings

Home | My Dashboard | Patients | Reports | Resources | Secure File Upload | Import Data | Admin

You are here: Home → Patient Search → Anonymous Patient (123456;) → Episode:

Communication and Swallowing Disorder (Primary): Social (pragmatic) communication disorder ;

Primary TOMs Scale: Core Scale

Secondary TOMs Scale:

Change TOMs Scale(s)

Ratings

Download Report

Show Multiple Charts -



Click on this thumbnail to display charts showing TOMs scores for a rating across the episode of care to date

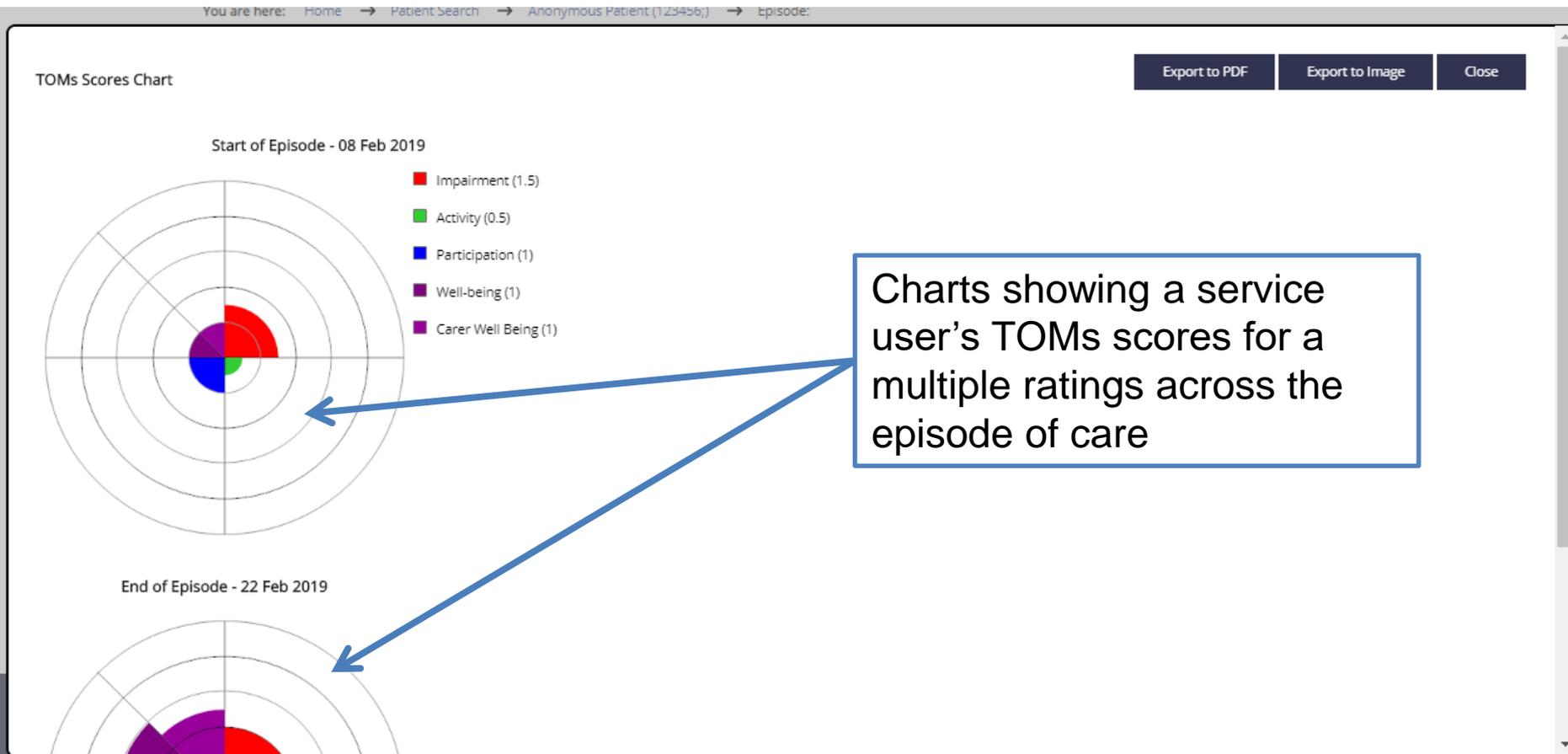
Rating Type	Date of rating	Created By	Impairment	Activity	Participation	Well Being	Carer Well Being	Draft	Date Last Modified			
Start of Episode	08 Mar 2018	ROOT Test	2	2.5	2	3	N/A	<input type="checkbox"/>	07/09/2018 11:13:36		<a href="#">View</a>	<a href="#">Delete</a>
Interim	07 Sep 2018	ROOT Test	2.5	3	3	3	N/A	<input type="checkbox"/>	07/09/2018 11:59:00		<a href="#">View</a>	<a href="#">Delete</a>
End of Episode	07 Sep 2018	ROOT Test	3.5	3.5	3.5	3.5	3.5	<input type="checkbox"/>	07/09/2018 12:04:31		<a href="#">View</a>	<a href="#">Delete</a>

Why can't I add a new rating?

If any of your ratings are still draft, or you have added an "end of episode of care" rating, then you cannot add a further rating to this episode

[Return to Patient Summary](#)

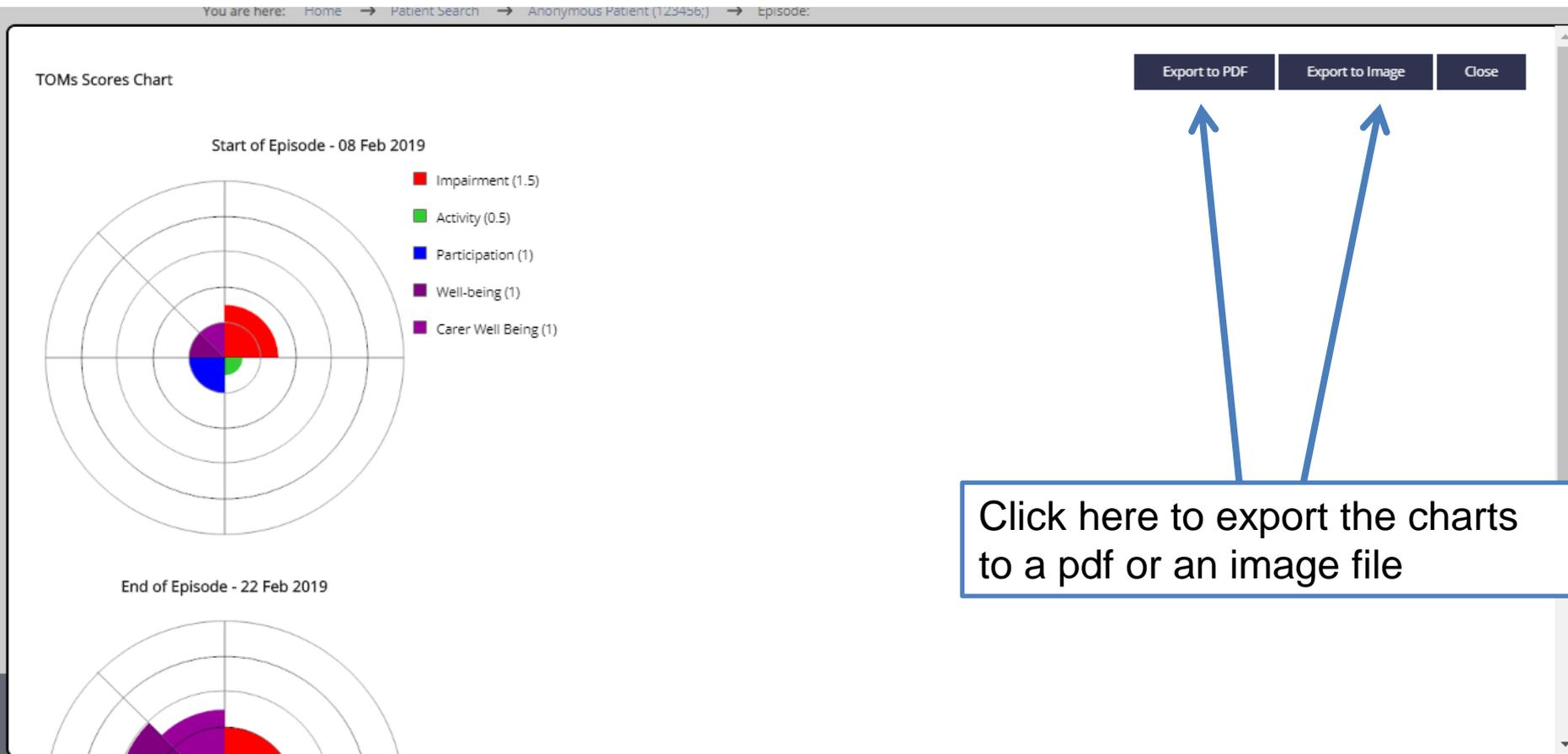
# Generating reports for individual service users: chart showing scores for multiple ratings



# Generating reports for individual service users: chart showing scores for multiple ratings



# Generating reports for individual service users: chart showing scores for multiple ratings



# Generating reports for individual service users: time series graph

Home | My Dashboard | Patients | Reports | Resources | Secure File Upload | Import Data | Admin

You are here: Home → Patient Search → Anonymous Patient (123456;) → Episode:

Communication and Swallowing Disorder (Primary): Social (pragmatic) communication disorder ;

Primary TOMs Scale:

Core Scale

Secondary TOMs Scale:

Change TOMs Scale(s)

## Ratings

Download Report

Click **Download Report** to view a time series report

Show Multiple Charts - 

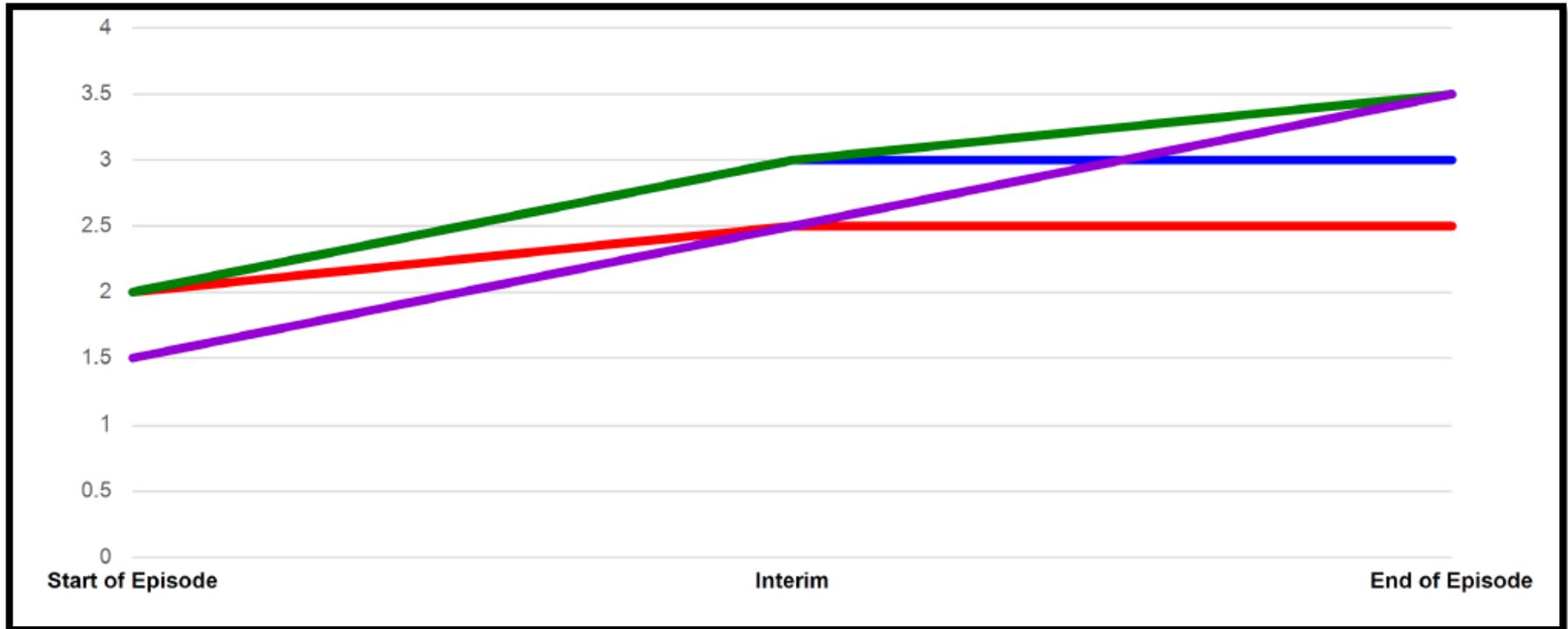
Rating Type	Date of rating	Created By	Impairment	Activity	Participation	Well Being	Carer Well Being	Draft	Date Last Modified		View	Delete
Start of Episode	08 Mar 2018	ROOT Test	2	2.5	2	3	N/A	<input type="checkbox"/>	07/09/2018 11:13:36		View	Delete
Interim	07 Sep 2018	ROOT Test	2.5	3	3	3	N/A	<input type="checkbox"/>	07/09/2018 11:59:00		View	Delete
End of Episode	07 Sep 2018	ROOT Test	3.5	3.5	3.5	3.5	3.5	<input type="checkbox"/>	07/09/2018 12:04:31		View	Delete

### Why can't I add a new rating?

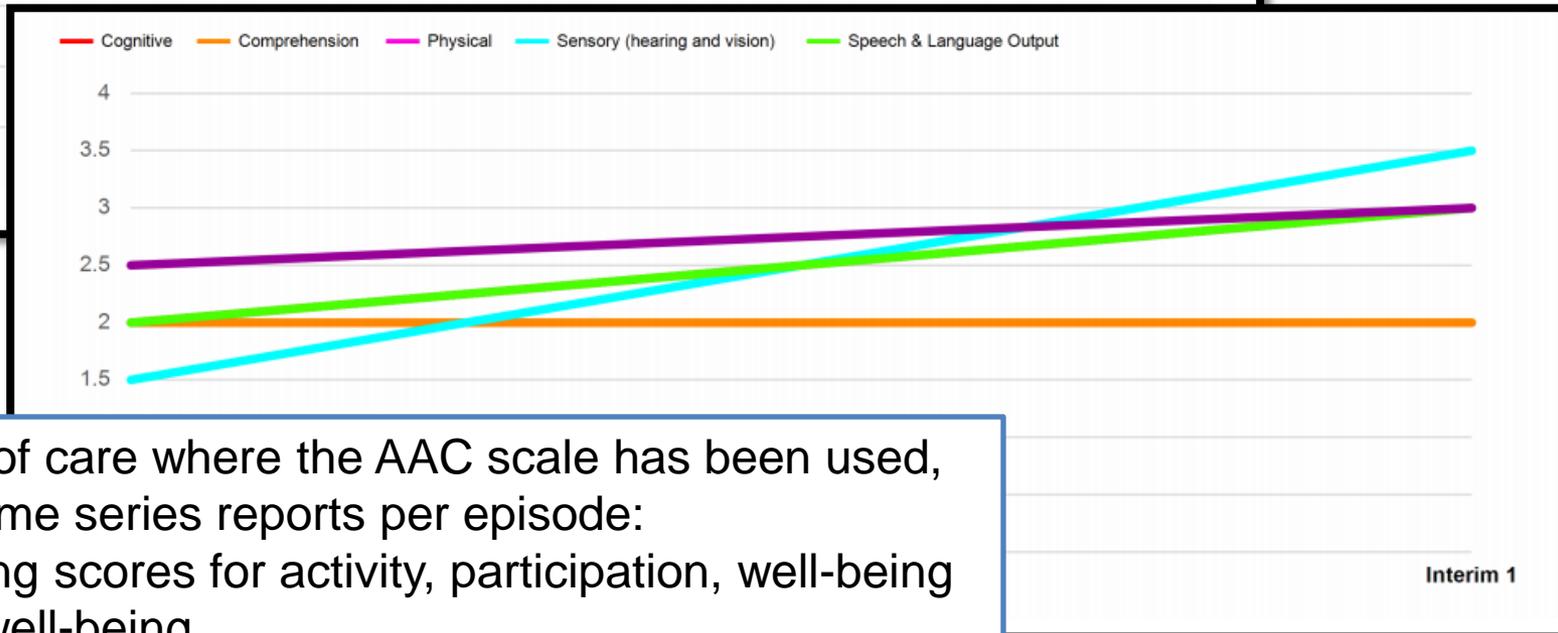
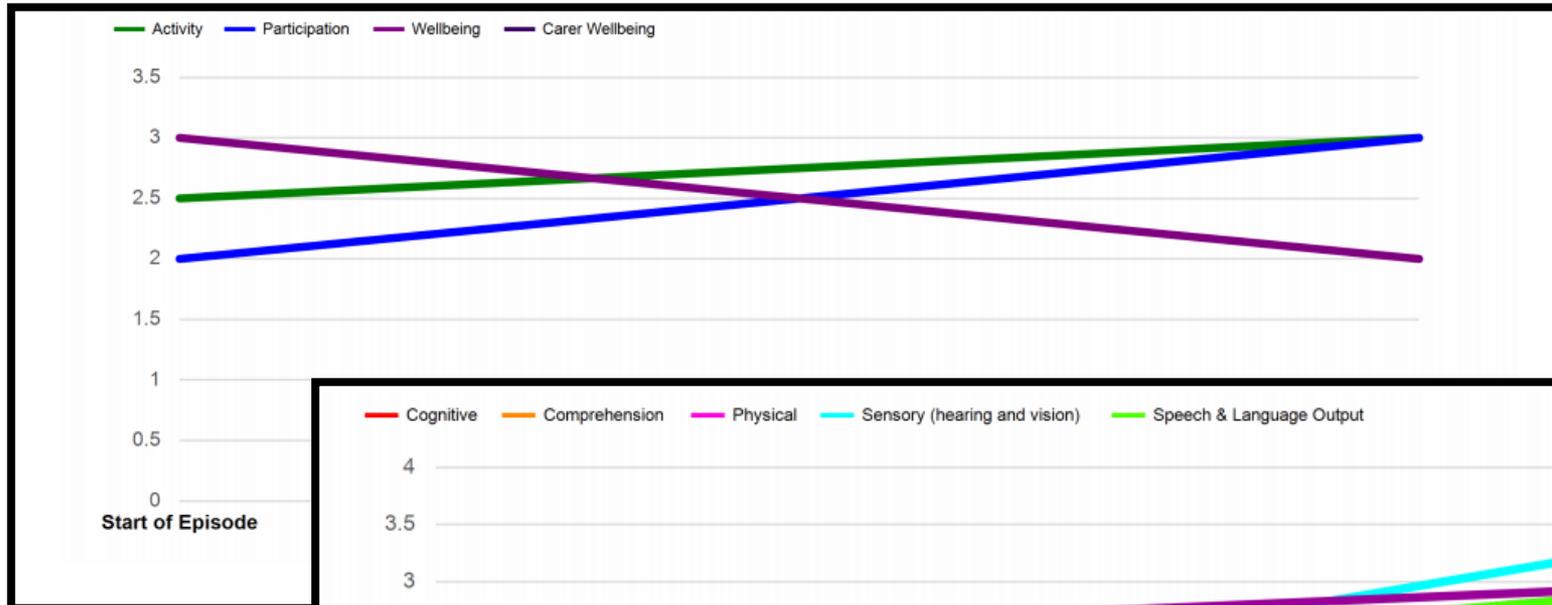
If any of your ratings are still draft, or you have added an "end of episode of care" rating, then you cannot add a further rating to this episode

Return to Patient Summary

# *Generating reports for individual service users: time series graph*



# Generating reports for individual service users: time series graph



For episodes of care where the AAC scale has been used, there will be time series reports per episode:

- One showing scores for activity, participation, well-being and carer well-being
- A second showing the sub-domains of 'impairment'

Interim 1

***NEXT STEPS***

# Next steps

- There are additional modules available to support with generating reports:
  - Module 4.2: Generating service-level reports: general reports & quarterly reports
  - Module 4.3: Generating service-level reports: AAC
  - Module 4.4: Generating service-level data reports using the old report viewer
- Contact [ROOT@rcslt.org](mailto:ROOT@rcslt.org) should you have any queries or questions.
- Please let us know what you think. Use the 'Leave Feedback' button on the ROOT to tell us about your experiences of using the tool and to make suggestions for what could be improved.