Using the new import process – draft guidance

Step one: Upload the file to the ROOT

1a. Sign in to the ROOT (<u>https://rcslt-root.org</u>) and then click 'Import Data':

RCSLT Online Outcome Tool	Welcome Kathryn - RCSLT Staff Test Base Change - Change Passw Logout
Therapy Outcome Measures	
- Home My Dashboard Patients Reports Resources Secure File Upload Import Data Adm	nin Site Admin
You are here: Home	
NEWS	
WELCOME TO YOUR 'NEW-LOOK' ROOT!	
As you may already be aware, at the RCSLT we are currently in the process of transitioning the RCSLT v part of the RCSLT's digital transformation. We have updated the design of the ROOT for consistency ac hear what you think!	vebsite and other online tools and resources across to a new digital platform as ross our digital estate, including use of the new RCSLT digital logo. We'd love to
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 details are correct and complete an acceptable use agreement.	a to be collected and used in relation to your use of the ROOT, confirm that your
Our new Privacy Policy will make it easier for you to find out how we collect, use and protect your pers	ional 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 Dutcome Measures for Rehabilitation Professionals' (Enderby and John, 2 participation and well-being without AAC and with AAC. This has not been found to be practical and it I	1015) details on page 102 that it is necessary to consider and score the activity, has been decided that clients should be rated in the same way as on other of ensisted of care or discharge. The ROOT has been adapted to accommodate

1b. Click 'select files' and select the file that you want to upload

RCSLT Online	Outcome To Outcome Measu	ool ^{wee} res	xome Kathryn - Test Change - C	nange Password - Logout	
Home My Dashboard Patients Reports Resour	ces Secure File Upload Import	Data Admin Site Admi	n		
Upload File Select files Save Data File	Uploaded Files File Name	Base	User	Num of Sheets	Actions

1c. Click 'save data file'

RCSLT Online	Outcome Outcome Mea	Tool ^{welcc} Isures	ome Kathryn - Test Change - Ch	ange Password - Logout
Home My Dashboard Patients Reports Resou	rces Secure File Upload Ii	mport Data Admin Site Admin		
Upload File Select files RCSLT Outcomes Database Template - epi × Save Data File	Uploaded Files File Name	Base	User	Num of Sheets Actions

1d. Next to the file name on the right hand side, click 'import'

RCSLT Online	e Outcome Tool y Outcome Measures	Welcome Kathry	n - Test Change - Change Password	- Logout	
Home My Dashboard Patients Reports Reso	ources Secure File Upload Import Data A	dmin Site Admin			
Upload File	Uploaded Files File Name	Base	User	Num of Sheets	Actions
Save Data File	RCSLT Outcomes Database Template - episode per row - to upload v2.xlsx	Test	kathryn.moyse@rcsit.org 14 January 2019		Import

1e. The different sheets in the workbook will display on the screen. Please be aware that there may be hidden tabs in your workbook, which will also be listed. Select 'import' for the sheet that you wish to import first.

RCSLT Online Ou	tcome Tool ome Measures	Welcome Kathryn - Test	Change - Cha	ange Password - Log	jout
Home My Dashboard Patients Reports Resources Sec	ure File Upload Import Data Admin	Site Admin			
Upload File / Sheets / Import Data for; RCSLT Outcomes Database Templa	te - episode per row - to upload v2.xlsx				
Sheet Name			Status	Date	Actions
Template			Not Started	14 Jan 2019	Import
LookUps			Not Started	14 Jan 2019	Import
Reference Cells			Not Started	14 Jan 2019	Import

1f. The ROOT will begin to process the file. You may see the following displayed for a short while, depending on the size of the file:

RCSLT On The	line Outcome Tool rapy Outcome Measures	Welcome Kathryn - Test Change - Change Password - Logout
Home My Dashboard Patients Reports	s Resources Secure File Upload Import Data Admin	Site Admin
Upload File / Sheets / Import Data for: RCSLT Outcomes	s Database Template - episode per row - to upload v2.xlsx (Ter	mplate)
Please wait while the sheet is matched. This may take 30	seconds for a large sheet.	

Step two: Start the column mapping process

2a. The ROOT will attempt to identify the row in your spreadsheet that contains the column headings and this will be highlighted in orange. Check that this is correct, otherwise click on the appropriate row in the spreadsheet, then click 'next'.

-	-	RC	SLT Online Ou Therapy Out	utcome Tool come Measures	Welcome Kathryn - Test Change - Change	2 Password - Logout
Hor	ne My	Dashboar	d Patients Reports Resources Se	ecure File Upload Import Data Admin Site	e Admin	
Upload File / S	heets / I	Import Dat	ta for: RCSLT Outcomes Database Templat	e - episode per row - to upload v2.xlsx (Template	2)	
We think we l	nave se	lected t	he row containing the heading. P	lease check this is correct and then cli	ick the next button.	Next
LocalPatientIdentifie	YearOfBin	th Gender Pr	imaryCommunicationSwallowingDisorderDescriptor	PrimaryCommunicationSwallowingDisorderCodelCD10/11	AdditionalCommunicationSwallowingDisorderDescriptor	AdditionalCommunicationSwallowingDisorderCode
KLM86735	2008	Male	F98.5	Stammering		
BHY69473	2012	Female	Apraxia/dyspraxia	R48.2		
BHH97545	2101	Female	Dysphonia	R49.0	hypernasality	r49.21
HTY80832	2011	Male	Expressive language disorder	F80.1	Receptive langauge disorder	F80.2
BHY69473	2012	Female	Apraxia/dyspraxia	R48.2		
PLM86735	2008	Male	F98.5	Stammering		
HJL893728	2012	Male	Social (pragmatic) communication disorder	F80.82	Speech disorder	F80.0
4						
						Next

2b. Next, identify which type¹ of file you are uploading:

- Episode per row
- Rating per row
- Score per row

Should you require any further support with identifying the correct option, please use <u>this document</u>, or contact <u>root@rcslt.org</u>

RCSLT	Online C Therapy Ou	Outcome utcome Mea	Tool asures	Welcome Kathryn - Test	Change - Change Password - Logout	
Home My Dashboard Patients	Reports Resources	Secure File Upload	mport Data Admin	Site Admin		
Upload File / Sheets / Import Data for: RCSLT	Outcomes Database Tem	plate - episode per row -	to upload v2.xlsx (Temp	late)		
Select sheet type: Row per episode •						Back Next

¹ **Episode per row:** A file that has an episode per row will contain the TOMs scores for a complete episode of care for a service user in a single row in the spreadsheet. Typically, this will include a rating made at the start of an episode of care and one that is made at the end. It may be the case that interim/intermediate ratings are also included if this is standard practice for your service.

Rating per row: A file that has a rating per row will contain the TOMs scores (for 'impairment', 'activity', participation, 'well-being', 'carer well-being') for a single point in time for a service user on a single row of the spreadsheet. An episode of care will therefore be represented across multiple rows in the spreadsheet (i.e. the rating made at the start of the episode will be on a separate row from the rating at the end of the episode, as will any interim ratings).

Score per row: In this file structure, the scores for each domain of TOMs appear on separate rows of the spreadsheet. Thus, scores for impairment, activity, participation, wellbeing and carer wellbeing at a single point in time (including at the start of the episode, the end of the episode and any interim points) will occupy separate rows. This is classically how a database would export the data.

2c. The ROOT will begin to process the file. You may see the following displayed for a short while, depending on the size of the file:

RCSLT Online Outcom Therapy Outcome M	Neasures
Home My Dashboard Patients Reports Resources Secure File Upload	ad Import Data Admin Site Admin
Upload File / Sheets / Import Data for: RCSLT Outcomes Database Template - episode per r	r row - to upload v2.xlsx (Template)
Please wait while the sheet is matched. This may take 30 seconds for a large sheet. $\xi_{ij}^{t4}\!$	

2d. A colour-coded version of your spreadsheet will appear on your screen.

- Green columns and cells in the sheet that have been mapped and no errors detected (go to step 3)
- Grey columns and cells that have been ignored or empty. You will need to check that this is correct (see step 3).
- Purple columns that have been automatically mapped, but require verification. You will need to check that these are correct (see step 4).
- Orange columns that have not been automatically mapped. These will need to be mapped or 'ignored' if you do not wish to import the data (see step 5).
- Red cells in the sheet that have not been matched. These will need to be verified or 'ignored' (see step 6).

		•		CSLT	Onl	ine O _{apy Ou}	utco tcome	me T Meas	ool ures		Welcome Katl	ıryn - Test1						
		Home	My Dashbo	ard Patien	ts Reports	Resources	Secure File	Upload Imp	ort Data A	imin Site A	dmin							
Upload File / Sheets / Import Data for: Episode per row - with UDF - Feb 2019.xtsx (Data collection sheet)																		
Gree	n: All cells matcl	hed Yellow:	Some cells mat	ched Blue:	Not accepted	Orange: Colu	mn not mato	hed Grey: Igi	nored/Empty						Sor	By: Original -	Back	Next
Category: Rating 2005/ 2	κ μηταίπτατιβατίπρηθηπιατ h κ<	ImpairmentRatingSecond Category, Rating 7.ype: Impairment (Secondary) Final	ActivityRatingPrimaryEnal ActivityRatingPrimaryEnal Category Rating Type: Activity (Primary) Final	 ActivityHampsecondary Calegory, Rating Type, Activity (Secondary) Final 	ParticipationRatingFinal ParticipationRating 2 Category: Rating 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	NeitheingRatingFinal VeitheingRating Type: Weitheing (Patient) Type: Weitheing (Patient)	Category: Rating Category: Rating Category: Rating Type: Well-being (Category: Type: Well-being (Category: Final	For a second number of contacts For a second sec	Dischargecode Dischargecode SV1 Category Ebisode VVC Type: Discharge Code	No Title	9 9 9 9 9 9 9 9 9 7 the	1)be 240 240 240 240 240 240 240 240 240 240	100 100 100 100 100 100 100 100 100 100	1035 Total time 035 035 035 035 035 035 035 035 035 035	Person delivering TTS TTS TTS TTS TTS TTS TTS TTS TTS TT	care spell care spell care spell care spory: Episode Type:	Intervention B C C D Cataonor	Type:
2/2017	3		3		3	3	3	6	U		6	240	120	360	SLTA	7	A	
/2018	4		3		3	3	3	5	TAS		6	240	120	360	SLTA	9	c	
V2017	3	3		3	3	3	3	2	DNA		6	240	120	360	SLT	а	D	~
<	3		3		3	3	3	8	EEOC		6	240	b	#VALUE!	SLTA	10	A Back	> Next

You can go back a step at any time using the 'back' button.

Step three: Verify all of the 'accepted' (green) and 'ignored' (grey) column headings

3a. The column headings that have been 'accepted' will appear as green on the colour-coded sheet. This may be because you have previously uploaded a file with the same heading and all of the data is as expected. However, you should check that the 'type' of column allocated by the ROOT is correct. You can check this by clicking on the column heading, which will bring up a small window with this information.

			RC	SLT (Dnline	e Outcome ⁻	ГооІ	Welcome Kathryn - Test1			
LocalPati To change	LocalPatientIdentifier (Incorpted) × Outcome Measures										
Categor	Patient V	~				rces Secure File Upload In	nport Data Adm	nin Site Admin			
			Mat	ch Cells Res	set Ignore	Template)					
						:: Column not matched Grey:	Ignored/Empty			Sort By: Original 🔻 🛛 Back	Next
No Title	No Title	LocalPatientIdentifier Category: Patient Type: Patient ID	YearOfBirth Category: Patient Type: Year of birth	Gender Category: Patient Trype: Gender	Episodeldentifier Category: Episode Type: Episode ID	Primary Communications Category : Episode Type: Financy Type: Financy Disorder Descriptor	PrimaryCommunicationS Category: Episode Type: Primary Communication/Swallowing AdditionalCommunicatio	Callegory: Episode Comer Addisonal Comer Addisonal Disorder Descriptor	AdditionalCommunicatio Gategory: Episode Communicationand	Primary.Medica.Diagnosis Category: Episode Trype: Primary.Medical Diagnosis Description	
		abc 123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	^
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc 123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	~
1		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke	~
										Back	Next

If you need to change the 'type' of column, you can do this by selecting the relevant options from the drop down boxes, 'category' and 'type'. The tables in Annexes 1-3 can support with this. If there is not an appropriate descriptor and you still wish to import the column, you will need to create a user defined field (please see step 7).

RCSLT Online Outcome Tool												
LocalPatientIdentifier Accepted × Outcome Measures												
Category	Patient V	~				rces Secure File Upload In	nport Data Adn	nin Site Admin				
			Mate	th Cells Res	set Ignore	remplate) :: Column not matched Grey:	Ignored/Empty			Sort By: Original - Back	Next	
No Title	No Title	LocalPatientidentifier Category: Patient Type: Patient ID	YearOfBirth Category: Patient Type: Year of birth	Gender Category: Patient Type: Cender	Episodeidentifier Category: Episode Type: Episode ID	Primary Communications Category: Episode Type: Primary Other Descriptor	PrimaryCommunicationS Category: Episode Type: Primary Communication/Swallowing AdditionalCommunicatio	cangory. Espisole Chree Addisonal Chree Addisonal Disorder Descriptor Disorder Descriptor	Additional.Communicatio Category: Episode Typer: Additional	Primary/MedicalDiagnosis Category: Episode Type: Primary Medical Diagnosis Descriptor		
_		abc123	2009	male	1	dysphagia dysphagia	r13	dysphonia	r49.0	stroke	^	
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke		
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke		
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke		
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke		
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke		
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke		
		abc123	2009	male	1	dysphagia	r13	dysphonia	r49.0	stroke		
		abc123	2009	male	1	oysphagia	113	dysphonia	r49.0	stroke		
		abc123	2009	male	1	dysphagia dysphagia	r13	dysphonia	149.0	stroke		
		aut123	2009	male	1	dvenhagia	r12	dysphonia	149.0	stroke	~	
<		aud 123	2009	male		vyspridyla	115	Gysphonia	143.0	SUOKE	>	
										Back	Next	

3b. Repeat this step for all of the green column headings.

3c. Similarly, check that all of the 'grey' headings have correctly been ignored. This may be because the column contains no data, or you have previously opted to 'ignore' this column type. If this is a mistake and you would like the column to be imported, click on the column heading and manually select the 'category' and 'type' of the column from the drop-down options. The tables in Annexes 1-3 can support with this.

			R	CSLT	Onl	ine O	utco	ome T	ool		Welcome Kath	ıryn - Test1						
					Ther	apy Ou	tcome	e Measi	ures									
Uploa	d File / Shee	Home ets / Import I	My Dashb Data for: Epis	oard Patient	ts Reports with UDF - Fe	Resources	Secur To	o Title change this ma Category None	apping, please	e select from t	he drop-down:	boxes:	×					
Green:	All cells mate	hed Yellow:	Some cells m	atched Blue: I	Not accepted	Orange: Colu	mn noi	Type None	e 🗸						Sort	t By: Original 🕶	Back	Next
ing Date Final	titingPrimar ing hent (Primary)	utingSecond ing ent	PrimaryFinal ing (Primary)	Secondary ing (Secondary)	atingFinal ing ation Final	ngFinal ing ing (Patient)	ing ing	of c sod	sodi ge (ntac soci	Reset I	gnore	apos	ring sode	epos		
Category: Kai Type: Rating I	ImpairmentRa Category: Ral Type: Impairm Final	ImpairmentRa Category: Rat Type: Impairm (Secondary) F	ActivityRating Category: Ral Type: Activity Final	ActivityRating Category: Rai Type: Activity Final	ParticipationR Category: Rat Type: Particip	WellbeingRatt Category: Rat Type: Well-be Final	CarerWellbeir Category: Rat Type: Well-be	Final Total number Category: Epi Type:	DischargeCoc Category: Epi Type: Dischar	No Title	Number of co Category: Epi Type:	Direct time Category: Epi Type:	Indirect time Category: Epi Type:	Total time Category: Epi Type:	Person delive Category: Epi Type:	Care spell Category: Epi Type:	Intervention Category:	Type:
/2017	3		3		3	3	3	6	U		6	240	120	360	SLT	1	A	~
/2018	3		3		3	3	3	7	TC		6	240	120	360	SLT	2	В	
/2017	4	2	3	2	3	3	3	2	DNA		6	240	120	300	SLI	3		
/2018	3		3	5	3	3	3	- 8	EEOC		6	240	120	360	SLT	4	A	
								8	D		6	240	120	360	SLT	5	в	
/2018	3.5	3.5	3.5	3	3.5	3	3	8	MOA		6	240	120	360	SLTA	6	с	
/2019	4	4	4	4	4	4	4	4	DNA		6	240	120	360	SLT	а	D	
/2017	3		3		3	3	3	6	U		6	240	120	360	SLTA	7	A	
/2018	3		3		3	3	3	7	TC		6	240	120	360	SLT	8	В	
/2017	4		3		3	3	3	5	TAS		6	240	120	360	SLTA	9	С	
/2017	3	3		3	3	3	3	2	DNA		6	240	120	360	SLT	а	D	
/2018	3		3		3	3	3	8	EÉOC		6	240	b	#VALUE!	SLTA	10	A	>
																	Back	Next

3d. Repeat this step for all of the grey column headings.

Step four: Verify the automatically mapped column headings (purple)

4a. The column headings in purple have been mapped automatically, but you will need to check that the description that has been allocated is correct. Again, you can do this by selecting the column heading, and checking what mapping is listed in the pop-up box.

In the example below, the column with the heading 'LocalPatientIdentifier' has been mapped to 'Patient ID'. If this is correct, click 'accept'.



4b. If the ROOT has incorrectly mapped the column heading, use the drop down boxes to identify the most appropriate descriptor. You will need to select the 'category' of the data, followed by which 'type', then click 'save'. The tables provided in Annexes 1-3 will support with this.



4c. If you do not wish to import a column in your spreadsheet, click 'ignore'

4d. If you wish to import a column but an appropriate option does not appear in the drop-down boxes, may need to create a 'user defined field' (please see step 7).

4e. The column heading will then:

- turn green if all values in the cells in that column are correct
- turn grey if you have opted not to import this column of data
- turn yellow if there are unmatched cells in the column (see steps 6 and 8)

4f. Complete this process for all purple columns in the file

Step five: Mapping an unmatched column heading (orange)

5a. If a column heading is orange, this means that the ROOT cannot automatically detect the type of column. You will need to click on the column heading to bring up the column-mapping window, and select the 'category' and 'type' of column manually. The tables in Annexes 1-3 can support with this.

5b. If there is not an appropriate descriptor and you still wish to import the column, you will need to create a user defined field (please see step 7).

	-	RCS	SLT C	nline nerapy	e Outcom	ne To Measu	ool ures	Welcome Kat	hryn - Test					
Upload Fi	Home My le / Sheets / I	Dashboard mport Data fo	Patients Re	ports Reso omes Databas	urces Secure File Uplo	Additiona Catego	alCommunicat	ionSwallowingDisorderD	escriptor	×				
Green: Col	umn/Cells matc	hed and accep	oted Yellow: (olumn match	ned Orange: Column no	Туре	None	Ŧ			Sor	t By: Original 🗸	Back I	Next
No Title	No Title	LocalPatienti dentifier Category: Patient Type: Patient ID	YearOfBirth Category: Patient Type: Year of birth	Gender Category: Patient Type: Gender	PrimaryCommunicationS Category: Episode Type: SLT Diagnosis		Primarycommuni Category: Episod Type: SLT Diagno Code	AdditionalComm. Category, Type.	AdditionalCommu Category, Episod Type: Primary I/CC	PrimaryMedicalD Category: Episod Type: Primary Dis	PrimaryMedicalDlbgnoss Category: Episode Type: Primary ICD 10 Code	AdditionalMedicalDlagno	AdditionalMedicalUiagno	PrimanyTOMsScale
		KLM86735 BHY69473	2008	Male Female	F98.5 Apraxia/dvspraxi	ia	Stammering R48.2							
		BHH97545	2101	Female	Dysphonia		R49.0	hypernasality	r49.21					
		HTY80832 BHY69473	2011 2012	Male Female	Expressive language of Apraxia/dyspraxi	disorder ia	F80.1 R48.2	Receptive langauge disorder	F80.2					Ch
		PLM86735	2008	Male	F98.5		Stammering							
		HJL893728	2012	Male	Social (pragmatic) communic	ation disorder	F80.82	Speech disorder	F80.0	Autism	F84.			
4														•
													Back I	Next

Step 6: Matching the cell values (cells that appear red)

After completing the previous steps, the column headings (top row) will be colour coded as follows:

- green if all values in the cells in that column are correct
- grey if you have opted not to import this column of data
- yellow if there are unmatched cells (red) in the column

The next step is to match the values in any columns that are still yellow.



6a. Click on the column heading and then select 'match cells' in the pop-up box:

	__ R	CSLT	- Onl	ine O	utcor	ne Tool	Y	Welcome Kath	ryn - Test1	Change - Chi	ange Password	i - Logout			^
			Ther	apy Ou	tcome	Measures			Discharg To change	geCode (Accordent)	pted 3, please select	t from the dro	p-down boxes:		×
	Home My Dash	hboard Patier	its Reports	Resources	Secure File U	pload Import Data A	dmin Site A	dmin	Catego	ry Episode 🛰	·				
the local fills	Charles I Imment Data from Ca		+ 61 E- h- 0.00	10	4-3			-	Туре	Discharge	Code				~
Upload File	7 Sneets 7 Import Data for: Sc	fore per row tes	it file - Fed 20	19.XISX (Templa	ite)			_				Mat	ch Cells Res	et Igr	nore
Green: All cell	is matched Yellow: Some cells r	matched Blue:	Not accepted	Orange: Colu	nn not match	ed Grey: Ignored/Empty									
Category: Episode Type: Additional Communication/Swallowing Primary/MedicalDiagnosis	Category: Episode Type: Primary Medical Dagnosis Descriptor	PrimaryMedicalDiagnosis Category: Episode Type: Primary Medical Diagnosis Sode (CD10	AdditionalMedicalDiagno Category: Episode Type: Additional Medical Diagnosis Descriptor	AdditionalMedicalDiagno 5 Category: Episode 7 type: Additional Medical Diagnosis Code ICD10 10MisscalePrimary Seco	Category: Rating Type: Primary or TOMSScale TOMSScale	Category: Episode Type: TOMS Scale Description	TOMSScaleID Category: Episode Type: TOMS Scale ID	Rating ID Category: Rating Type: Rating identifier	RatingType Category: Rating Type: Rating Type	RatingDate Category: Rating Type: Rating Date	TOMsDomain Category: Rating Type:	TOMSRating Category: Rating Type:	DischargeCode Category: Episode Type: Discharge Code	NO HITE	
r49.0	stroke	i64	pneumonia	j12 i12	р р	dysphagia	24	1	s	12/02/2016	A	2			^
r49.0	stroke	164	pneumonia	j12	p	dysphagia	24	1	s	12/02/2016	P	2			
r49.0	stroke	i64	pneumonia	j12	р	dysphagia	24	1	s	12/02/2016	W	2			
r49.0	stroke	164	pneumonia	j12	p	dysphagia	24	1	s	12/02/2016	CWB	2			
r49.0	stroke	i64	pneumonia	j12	S	dysphonia	26	1	s	12/02/2016	1	3			
r49.0	stroke	164	pneumonia	j12 i12	s	dysphonia	26	1	S :	12/02/2016	A	2			
r49.0	stroke	164	prieumonia	j12 i12	р 0	dysphagia	24	2	1	12/02/2016	A	2			
r49.0	stroke	164	pneumonia	i12	0	dysphagia	24	2	· ·	12/02/2016	P	3			
r49.0	stroke	i64	pneumonia	j12	p	dysphagia	24	2	i	12/02/2016	w	2			
r49.0	stroke	164	pneumonia	j12	p	dysphagia	24	2	i.	12/02/2016	CWB	2			
r49.0	stroke	i64	pneumonia	j12	S	dysphonia	26	2	i	12/02/2016	1	2			
(Back	Next

6b. Select the options from the drop-down boxes on the right hand side or type directly into the box. If you do not know the correct value, please select 'ignore':

	it Cells	, Welcome Kathryn - Test1 Char	nge - Change Password - Logout	
Pierre My Dashboard ff Uppload File // Sheets // Import Data for: Score per Green: Al cells matched Vellow: Some cells matche Cuber y etailors Green: Al cells matched Vellow: Some cells matche Cuber y etailors Green: Al cells matched vellow: Some cells matche Cuber y etailors Cuber y etailor	m Type: Discharge Code	DC No Match Ignore Unknown/other Therapy complete (discharged) Transferred to another service Did not attend End of episode of care (to be reviewed)	Sore By:: Origonal S	Back Next
r49.0 stroke r49.0 stroke		Save	Close 1 2	ľ v
				Back Next

6c. Then click 'save'.

6d. When all the values are matched (or 'ignored), the column heading will turn green:

	•••	RCS	LT Online O Therapy Ou	utco tcome	me Tool Measures		Welcome Kathry	yn - Test Chan	ge - Change Pas:	word - Logout	
	Home My I	Dashboard	Patients Reports Resources	Secure File U	pload Import Data	Admin Site A	Admin				
Upload File	/ Sheets / I	mport Data fo	or: Test file with UDF and errors v2.x	lsx (Data colle	ction sheet)						
Green: Colun	nn/Cells matcl	hed and acce	oted Yellow: Column matched Or	ange: Column	not matched Grey: Ig	nored or Empty				Sort By: Original - Back N	lex
LocalPatenti dentifier Category: Patient Type: Patient I D	YearOfBirth Category: Patiert Type: Year of birth	Gender Category: Patient Type: Gender	Pitman, Communications Category, Espisolo Type Pitman, Spender Desorption	PrimaryCommunicationS Category. Episode Type: Primary	Additional cover services and Additional communicatio Type: Additional Communication & Swallowing Disorder Descriptor	AdditionalCommunicatio Category: Episode Type: Additional Communication/Swallowing	PrimaryMedicalDiagnosis Category: Episode Upe: Primary Medical Diagnosis Descriptor	HrimaryMeolicalUlaghosis Category: Episode Type: Primary Medical Diagnosis Code (CD10 AdditionalMedicalDiagno	Category, Episode Type: Additonal Medical Diagnosis Descriptor AdditionalMedicalDiagno	PrimayTOMSScale Category, Episode Type Primary TOMS Scale	FIIII di y - concoverver
1153	2008	Male	F98.5	Stammering						Dysfluency	
1154	2012	Female	Apraxia/dyspraxia	R48.2	hyporpagality	r40.04				Core	
1156	2011	Male	Expressive language disorder	F80.1	Receptive langauge disord	er F80.2				Child language impairmnt	
1157	2012	Female	Apraxia/dyspraxia	R48.2						Core	
1158	2008	Male	F98.5	Stammering						Dysfluency	
1159	2012	Male Not specified	Social (pragmatic) communication disorder	F80.82	Speech disorder	+80.0	Autism	F84.	franile v	Autism	
1161	2008	Male	F98.5	Stammering	Speed		Learning disability		nagiic x	Dysfluency	
1162	2012	Female	Apraxia/dyspraxia	R48.2						Core	

6e. If you need to make a change, click 'reset':

		RCS	LT Online O	utco	me Tool		Welcome Kathry	n - Test Chan;		ssword - Logout
Gender A	ccepted this mapping, I	please select f	from the drop-down boxes:	× ne	Measures					
Category	Patient 🔻			File U	oload Import Data /	Admin Site	Admin			
Туре	Gender	Ŧ		a colle	ction sheet)					
			Match Cells Reset Ign	ore olumn	not matched Grey: Ign	ored or Empty	/			Sort By: Original - Back Next
LocalPatienti dentifier Category: Patient Type: Patient I D	YearOBirth Category: Patient Type: Year of birth	Gender Category: Patlent Type: Gender	Primary.communeations Canagory: Episode Digne Primary. Digne Privatory Swallowing Disorde Disorption	PrimaryCommunicationS Category: Episode Type: Primary Communication/Swallowing	Additional.communicatio Category. Episode Typer. Additional Communication & Swallowing Disorder Descriptor	AdditionalCommunicatio Category: Episode Type: Additional Communication/Swallowing	PrimaryMedicalDiagnosis Category: Episode Type: Primary Medical Diagnosis Descriptor	Category: Episode Type: Primary Medical Diagnosis Code ICD 10 AdditionalMedicalDiagno	Category: Episode Type: Additonal Medical Diagnosis Descriptor AdditionalMedicalDiagno	PimayTOMsScale Category Episode Type Pimay TOMsScale
1153	2008	Male	F98.5	Stammering						Dysfluency
1154	2012	Female	Apraxia/dyspraxia	R48.2	hypernasalihy	r40.01				Core
1155	2011	Male	Expressive language disorder	F80.1	Receptive langauge disorder	F80.2				Child language impairmnt
1157	2012	Female	Apraxia/dyspraxia	R48.2						Core
1158	2008	Male	F98.5	Stammering						Dysfluency
1159	2012	Male	Social (pragmatic) communication disorder	F80.82	Speech disorder	F80.0	Autism	F84.	casile v	Autism
1160	2008	Male	Eanguage E98.5	Stammering	speed		Learning disability	_	ragile x	Dysfluency
1162	2012	Female	Apraxia/dyspraxia	R48.2						Core

6f. Repeat for any other columns that are yellow.

6g. Refer to step 8 for matching cells in 'user defined fields'.

6h. Once all mapping complete, sheet should appear green and grey. Then click 'next'.

	••		RCSL	т О тһ	nli era	ne (ipy O	Du1	tcc om	e Mea	To su	ool res		Y	Welcome H	äthryr	ı - Test	Chanş	ge - Chan	ge Passwor	d - Log	out		
	Home	My Da	ashboard Patie	ints Repo	orts	Resources	s Secu	ire File	Upload In	nport	Data A	dmin	Site A	dmin									
Upload File	/ Sheets	/ Im	port Data for: RC	SLT Outcor	nes Da	itabase Ter	mplate -	episod	le per row - t	to uple	ioad v2.xls	sx (Te	mplate)										
Green: Colur	mn/Cells m	natche	ed and accepted	Yellow: Co	lumn i	matched	Orange:	Colum	n not match	ned G	Grey: Igno	ored c	or Empty						So	vrt By: O	riginal 🗸	Back	Next
vareguy. Episoos Type: Primary TOMs Scale	PrimaryTOMsScaleID Category: Episode	Type: Primary TOMs Scale ID	Secondary/IOMISSCate Category: Episode Type: Secondary TOMIs Scale	SecondaryTOMsScaleID Category: Episode	Scale ID RatingDateStart	Category: Rating Type: Rating Date Start	Impairm entRatingPrimar	Type: Impaiment (Primary) Start	ImpairmentRatingSecond Category: Rating Type: Impairment	(Secondary) start ActivityRatingPrimaryStart	Category: Rating Type: Activity (Primary) Start	ActivityRatingSecondary	Category: Rating Type: Activity (Secondary) Start	ParticipationRatingStart Category: Rating	WellbeingRatingStart	Category: Rating Type: Well-being (Patient)	CarerWellbeingRatingStart	Category: Rating Type: Well-being (Carer) Start	RatingDateFinal Category: Rating Tww. Batting Date Einal	InpaimentRatingPrimar	Category: Rating Type: Impaiment (Primary)	Final ImpairmentRatingSecond	Category: Rating Type: Impaiment (Secondary) Final
ysfluency	23				1	3/04/2016	3				2			2		2		2	15/12/201	7	3		
Oysphonia	26				1	3/05/2016	3				3			3		3		3	12/01/201	5	4		
guage impairmn	t 6				1	5/08/2016	2				2			2.5		2		2.4	17/09/201	7	3		3
Core	23				2	5/05/2016	3				3			3		3		3	12/01/201	3	3		
Autism	2	F	Phonological disorder	40	2	1/10/2017	3		3		3		3	3		3		2	20/10/201	8	3.5		3.5
4									_						_			_				Back	Next

Steps seven and eight: User defined fields

These steps are only relevant if your spreadsheet contains 'user defined fields', which are columns of data that are additional to the core fields of data collected by the ROOT. Otherwise, please turn to step 9.

PLEASE NOTE: These fields can only be added once authorised by your information governance department. Please refer to the ROOT Information Governance Pack for further details.

Step seven: Creating a user defined field

7a. If your spreadsheet contains a column that is not one of the core fields, the first time you upload the data, the ROOT may attempt to allocate this to a core field and pick an incorrect option (image A) or not, and the options will be blank (image B).





7b. You will need to create a 'user defined' field. Firstly, you will need to select the 'category' of the data:

- Patient this category is for information that is collected about a patient once only, and does not vary. For example, date of admission, patient ID.
- Episode this category is for information that is collected about a specific episode of care. There will be one value per episode of care. Examples include: total number of contacts, setting(s) in which the intervention was delivered, the type of intervention(s). This is the most common type of category.
- Rating this category is for information that is collected each time a TOMs rating is made. It may be something that accumulates across the episode of care, such as 'number of contacts since the last rating', or information that compliments the rating, such as an additional measure of risk or confidence.



7c. In the drop-down box called 'type', select 'Create UDF'.

7d. You will be asked to verify the name of the column and allocate the type of field.

- Date this type of field will always be in date format (i.e. DD/MM/YYYY)
- Free text this type of field will allow text/narrative containing any characters
- Integer (whole number) this type of field will always be a whole number
- List (single select) this type of field will contain values from a list of discrete options. These options may change over time.
- Number this type of field will contain numerical values that are not whole numbers (i.e. with decimal places)

_ R(Edit UDF Selected column: Name of SLT	·	Welcome Kathryn - Test Base Change -	Change Password - Logout X
	UDF Name:		Sort Order:	
Home My Dashboa	Name of SLT			
Upload File / Sheets / Import D	UDF Data Type:	Max Length:		
Green: Column/Cells matched and	Free text			Sort By: Original - Back Next
PrimaryTOMScale Category Epinose Type PrimaryTOMSscale PrimaryTOMSscaleID	Free text Integer (whole number) List (single select) Number			Catagory, Rating Type: Weik-lengt Start Start Catagory, Rating Catagory, Rating Start Start Start Start Start Catagory, Rating Catagory, Rating Start Start Start Catagory, Rating Start Start Start Catagory, Rating Start St
Dysfluency 2: Core 0				15/12/20 A 12/01/20
Child language impairmnt 6 Core 0				17/09/20 12/01/20
Dysfluency 2: Autism 2 Ianguage				3 20/10/20 4 4 14/02/20
Dysfluency 20 Core 0				2 2 15/12/20 3 3 12/01/20 -
4			Save Close	Back Next

Please refer to Annex 4 for examples.

Step eight: Matching values in a user defined field that has previously been created

8a. Once you have created a 'user defined field', the next time that you upload a file, the ROOT may be able to automatically detected the type of user defined field. Alternatively, you may need to click on the column heading and then select the type of field from the 'Existing UDF' list:



8b. If the column turns yellow, this means that there are values in the column that cannot be automatically mapped. For the following field types, follow the instructions in step 6 about mapping values:

- Date
- Free text
- Integer (whole number)
- Number

For single select fields, please follow these steps:

8c. Click on the column heading and select 'Match Cells'.

	RCSLT	Online O	utcome Tool	Welcome Kathry	n - Test Change - Cha			
	Name of SLT Acce To change this map	epted ping, please select from t	× ne drop-down boxes:					
Home My [Category Episod	of SLT		Admin Site Admin				
Upload File / Sheets / Ir	Type	01321						
Green: Column/Cells match			Match Cells Reset Ignore	nored or Empty		Sort By: Ori	ginal - Back	Next
1 Juuri 9 St O S2 Canagory Epieode 1 Type Primary TOMScaleD 1 Type Primary TOMS cale Secondary TOMS cale Category Episode	State State SecondaryTONSScaleID Category: Episode Type Scondary TOMS State ID	Lists approximation buttless are O buttless approximation buttless are O buttless buttless buttless buttless buttless	ImpointenfeatingFirmat Category, Rating Type: Impointentramgecond Inpaintentramgecond Category, Rating Type: Impointentra Category, Rating Type: Impointentra Category, Rating Type: Impointentra	Caragory Rating Dype Adrivity (Primary) Start AdrivitySecondary Carlegory, Rating Type: Adrivity (Secondary) Start Participation RatingStart Carlegory, Rating Type: Participation Start	weitengRatingStart Category, Rating Type: Weit-Sening (Patient) Start Weit-MitengratingStart Catert VeitengratingStart	Control of the second s	C Category: Rating Type: Impairment (Primary) Final	ImpairmentRatingSecond Category: Rating
23 2 Phonologic	l disorder 40	13/04/2016 Liam 21/10/2017 Jane		3	3	20/10/2018	3.5	3.5
Phonologic	l disorder 41	43/01/2020 Liamm		4	4 4	14/02/2019	4	4
0		25/05/2016 Liam		3	3 3	12/01/2018	3	

8d. You will be provided with the option of adding new values to the list, or mapping the cells to existing values:



8e. Click 'save'. The column heading will turn green if the matching is complete.

Step 9: Importing and import preview

9a. Once all mapping is complete, the sheet should appear green and grey. Then click 'next'.

			RCSL	T Or The	nline erapy C	Outcom	ome ⁻ ne Mea	Tool sures		Welcome Katl	nryn - Test					
	Hon	ne My	Dashboard Patie	ents Repoi	ts Resource	es Secure Fil	e Upload Im	nport Data 🗍	Admin Site A	Ndmin						
Upload File	e / Sł	neets /	Import Data for: RC	CSLT Outcom	es Database Te	emplate - episo	ode per row - t	o upload v2.x	lsx (Template)							
Green: Colu	mn/C	ells mat	ched and accepted	Yellow: Coli	ımn matched	Orange: Colu	imn not match	ied Grey: Ign	ored or Empty				Sort	By: Original 🗸	Back	Next
caregory: Episooa Type: Primary TOMs Scale	PrimaryTOMsScaleID	Category: Episode Type: Primary TOMs Scale	ID SecondaryTOMsScale Category. Episode Type. Secondary TOMs Scale	SecondaryTOMScaleID Category: Episode Type: Secondary TOMs	ocare ID RatingDateStart Category: Rating Type: Rating Date Start	ImpairmentRatingPrimar Category: Rating Type: Impairment (Primary)	otat. ImpalimentRatingSecond Category: Rating Type: Impaliment (Secondary Start	Category: Rating Category: Rating Type: Activity (Primary)	oran. ActivityRatingSecondary Category: Rating Type: Activity (Secondary) Start	ParticipationRatingStart Category: Rating Type: Participation Start	WellbeingRatingStart Category: Rating Type: Well-being (Patient)	Carer/WellbeingRatingStart Caregory: Rating Type: Well-being (Carer) Start	RatingDateFinal Category: Rating Type: Rating Date Final	ImpairmentRatingPrimar Category: Rating Type: Impairment (Primary)	Final ImpaimentRatingSecond	Category: Rating Type: Impaiment (Secondary) Final Activity:PatinphimenkEinal
ysfluency		23			13/04/2016	3		2		2	2	2	15/12/2017	3		
Core		26			20/00/2016	3		3		3	3	3	12/01/2018	3		
iquage impairmr	nt	6			15/08/2016	2		2		2.5	2	2.4	17/09/2017	3		3
Core		0			25/05/2016	3		3		3	3	3	12/01/2018	3		
ysfluency		23			13/04/2016	3		2		2	2	2				
Autism		2	Phonological disorder	r 40	21/10/2017	3	3	3	3	3	3		20/10/2018	3.5		3.5
4							_									•
															Back	Next

9b. You will be presented with a summary sheet, containing the following headings:

- Column types
- Green columns for import
- Yellow columns for import (some cells missing)
- Orange columns (not for import)
- Ignored columns
- Cells not matched
- Complete episodes
- Invalid episodes



The number in brackets following the heading indicates the number in the sheet. You can expand each heading to view further information.

9c. Click on 'column types' to display a summary of the columns that have been mapped. The first step is to check that there are no errors.

Туре	Column Name(s)
Patient ID	1: LocalPatientIdentifier
Year of birth	1: YearOfBirth
Gender	1: Gender
SLT Diagnosis	1: PrimaryCommunicationSwallowingDisorderDescriptor
SLT Diagnosis ICD10 Code	1: PrimaryCommunicationSwallowingDisorderCodelCD10/11
Primary Diagnosis	1: PrimaryMedicalDiagnosisDescriptor
Primary ICD10 Code	1: PrimaryMedicalDiagnosisCodelCD10/11
Secondary Diagnosis	1: AdditionalMedicalDiagnosisDescriptor
Secondary Diagnosis ICD10 Code	1: AdditionalMedicalDiagnosisCodelCD10/11
Primary TOMs Scale	1: PrimaryTOMsScale
Primary TOMs Scale ID	1: PrimaryTOMsScaleID
Secondary TOMs Scale	1: SecondaryTOMsScale
Secondary TOMs Scale ID	1: SecondaryTOMsScaleID
Rating Date Start	1: RatingDateStart
Impairment (Primary) Start	1: ImpairmentRatingPrimaryStart
Impairment (Secondary) Start	1: ImpairmentRatingSecondaryStart
Activity (Primary) Start	1: ActivityRatingPrimaryStart

If any columns have been mapped incorrectly, click 'back' and make the correction to the sheet.

9d. Click on the following drop-down menus to show more detailed information:

- Green columns for import a summary of the columns for which all values can be imported
- Yellow columns for import (some cells missing) columns that can be imported, but not all values will be imported
- Orange columns (not for import) a list of columns that cannot be imported because they have been neither 'matched' nor 'ignored'. If you do wish to import these columns, click 'back' to assign the correct descriptions.
- Ignored columns shows a list of columns that will not be imported
- Cells not matched cells that remain 'red' on the spreadsheet and cannot be imported
- Complete episodes the total number of episodes that can be imported
- Invalid episodes the number of episodes that cannot be imported. Selecting this option will display the reasons why.

RCSLT Online Outcome Tool
Welcome Kathryn - Test Change - Change
Home My Dashboard Patients Reports Resources Secure File Upload Import Data Admin Site Admin
Upload File / Sheets / Import Data for: RCSLT Outcomes Database Template - episode per row - to upload v2.xlsx (Template)
Import Preview
Please check this carefully. As what is on this screen will be used to import the data.
Column Types (34)
e Green columns for import (30)
• Yellow columns for import (some cells missing) (3)
Orange columns (not for import) (0)
• Ignored columns (4)
Cells not matched (3)
Complete Episodes (6)
🖲 Invalid Episodes (2)

9e. If you wish to make any changes, click 'back', otherwise click 'next'.

Step 10: Choose another sheet

10a. If you wish to import another sheet in the workbook, please select the appropriate one and complete steps 2-9. Otherwise the import is complete.

RCSLT	Online C Therapy Ou)utcome	e Tool easures		Welcome Kathryn - Test			
Home My Dashboard Patients	Reports Resources	Secure File Upload	Import Data	Admin	Site Admin			
Upload File / Sheets / Import Data for: RCSI	LT Outcomes Database Te	mplate - episode per	row - with UDF -	- Jan 2019.>	dsx			
Sheet Name						Status	Date	Actions
Template						Completed	18 Jan 2019	Re-import
						In Progress	18 Jan 2019	
						Not Started	18 Jan 2019	
LookUps						Not Started	18 Jan 2019	Import
Reference Cells						Not Started	18 Jan 2019	Import

Annex 1: Types of columns in the 'episode per row' file structure

Category	Туре	Description
Patient	Local Patient Identifier	This is a local patient identifier and can take any alpha
		numeric form.
	Year Of Birth	The year of the patient's birth
	Gender	The patient's gender
Episode	Primary Communication	The descriptor and/or ICD-10 code for the patient's
	and Swallowing Disorder	primary communication/swallowing disorder
	Descriptor/Code	
	Additional Communication	The descriptor(s) and/or ICD-10 code(s) for any
	and Swallowing Disorder	additional communication/swallowing disorder(s)
	Descriptor(s)/Code(s)	The descriptor and ICD 10 code for the primary modical
	Plinary Medical Diagnosis	diagnosis, where relevant
	Additional Medical	The descriptor(s) and ICD-10 code(s) for any additional
	Diagnosis	medical diagnoses, where relevant
	Descriptor(s)/Code(s)	
	Primary TOMs Scale	The name of the TOMs scale (adapted and core) that
		was used to rate the patient from the 3rd edition of the
		book - 'Therapy Outcome Measures for Rehabilitation
		Professionals' Pam Enderby and Alexandra John 2015 –
		ISBN 978 - 907826 - 29 - 0
	Primary TOMs Scale ID	The identifying number of the TOMS scale used from the
		3rd edition of the book:- 'Therapy Outcome Measures for
		Rehabilitation Professionals' Pam Enderby and
		Alexandra John, 2015 – ISBN 978 – 907826 – 29 – 0
		(The Core Scale is coded as 0 (zero))
	Secondary TOMs Scale	The name of the primary TOMs scale (adapted and core)
		that was used to rate the patient from the 3rd edition of
		the book:- 'Therapy Outcome Measures for Rehabilitation
		Professionals' Pam Enderby and Alexandra John, 2015 –
		ISBN 978 – 907826 – 29 - 0
	Secondary TOMs Scale ID	The identifying number of the TOMS scale used from the
		3rd edition of the book:- 'Therapy Outcome Measures for
		Rehabilitation Professionals' Pam Enderby and
		Alexandra John, 2015 – ISBN 978 – 907826 – 29 – 0
		(The Core Scale is coded as 0 (zero))
	End-of-episode/Discharge	Free text description of the reason for the end of the
	Code/Description	episode/discharge (e.g. therapy complete, did not attend)
Rating	Rating Date – start of	The date the first TOMS rating was made
	episode	
	Rating Date – end of	The date the final TOMS rating was made
	episode	
	Impairment Score	Numerical value for the TOMs score for the impairment
	(Primary) – start of	domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5
	ehisone	(Zero is the severe / profound end of the scale, five is the

² For SLT services using the AAC adapted scale, the TOMs domains are: Impairment (physical), Impairment (cognitive), Impairment (sensory), Impairment (speech and language output) Impairment (comprehension), Activity, Participation, Wellbeing, Carer-wellbeing (optional).

Category	Туре	Description					
	Impairment Score	normal end of the scale)					
	(Primary) – end of episode	Any TOMs domains where a TOMs score is not					
		applicable should be left blank (null).					
	Impairment Score	Numerical value for the TOMs score for the impairment					
	(Secondary) – start of	domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5					
	episode	(Zero is the severe / profound end of the scale, five is the					
	Impairment Score	normal end of the scale)					
	(Secondary) – end of	Any TOMs domains where a TOMs score is not					
	episode	applicable should be left blank (null).					
	Activity Score (Primary) –	Numerical value for the TOMs score for the activity					
	start of episode	domain: 0, 0,5, 1, 1,5, 2, 2,5, 3, 3,5, 4, 4,5, 5					
	-	(Zero is the severe / profound end of the scale, five is the					
	Activity Score (Primary) –	normal end of the scale)					
	end of episode	Any TOMs domains where a TOMs score is not					
		applicable should be left blank (null).					
	Activity Score (Secondary)	Numerical value for the TOMs score for the activity					
	 start of episode 	domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5					
		(Zero is the severe / profound end of the scale, five is the					
	Activity Score (Secondary)	normal end of the scale)					
	– end of episode	Any TOMs domains where a TOMs score is not					
		applicable should be left blank (null).					
	Participation Score – start	Numerical value for the TOMs score for the participation					
	of episode	domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5					
		(Zero is the severe / profound end of the scale, five is the					
	Participation Score – end	normal end of the scale)					
	orepisode	Any TOMs domains where a TOMs score is not					
		applicable should be left blank (null).					
	Wellbeing Score – start of	Numerical value for the TOMs score for the wellbeing					
	episode	domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5					
	Wallbaing Saara and of	(Zero is the severe / profound end of the scale, five is the					
	enisode	normal end of the scale)					
	opioode	Any TOMs domains where a TOMs score is not					
		applicable should be left blank (null).					
	Carer Wellbeing Score –	Numerical value for the TOMs score for the carer					
	start of episode	weilbeing domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5					
	Carer Wellbeing Score -	(\angle ero is the severe / protound end of the scale, five is the					
	end of episode	normal end of the scale)					
		Any TOMs domains where a TOMs score is not					
lleor	Those are date items that are a	applicable should be left blank (Null).					
Defined	are only available to the continue	beenied useful, and created by participating services. They					
Fields	are only available to the service	e that created them. They may be used to increase the					
		ervice by ensuring the data better matches local structures,					
	practices and reporting require	ments. As these fields are under the control of the local					
	service, their own organisation	's information governance frameworks must be adhered to.					

Annex 2: Required data fields for "rating per row" file structure

Category	Туре	Description
Patient	Local Patient Identifier	This is a local patient identifier and can take any
		alpha numeric form.
	Year Of Birth	The year of the patient's birth
	Gender	The patient's gender
Episode	Episode of care Identifier	An episode of care identifier can take any alpha
-		numeric form and delineates an episode of care. For
		the purposes of TOMs, an episode of care is a
		package of intervention(s) and will contain:
		Start of Episode ratings (S)
		Interim(s) ratings (I) (Optional)
		End of Episode ratings (E)
	Primary Communication and	The descriptor and/or ICD-10 code for the patient's
	Swallowing Disorder	primary communication/swallowing disorder
	Descriptor/Code	
	Additional Communication and	The descriptor(s) and/or ICD-10 code(s) for any
	Swallowing Disorder	additional communication/swallowing disorder(s)
	Descriptor(s)/Code(s)	
	Primary Medical Diagnosis	The descriptor and ICD-10 code for the primary
	Descriptor/Code	The descriptor(s) and ICD 40 and (s) for any
	Medical Diagnosis	I ne descriptor(s) and ICD-10 code(s) for any
	Descriptor(s)/Code(s)	The series of the minimum TOMe scale (adapted and
	Primary IOMS Scale	The name of the primary TOMs scale (adapted and
		core) that was used to rate the patient from the 3rd
		for Dehebilitation Drafaggionale' Dam Enderby and
		Alexandra John 2015 ISBN 079 007926 20 0
	Drimony TOMo Socia ID	Alexandra John, 2015 – ISBN 978 – 907826 – 29 - 0
	Primary TOWS Scale ID	from the 2rd edition of the beek. (Thereny Outcome
		Moneuros for Pohobilitation Professionals' Pam
		Enderby and Alexandra John 2015 ISBN 078 -
		(The Core Scale is coded as 0 (zero))
	Secondary TOMs Scale	The name of the primary TOMs scale (adapted and
		core) that was used to rate the patient from the 3rd
		edition of the book - 'Therapy Outcome Measures
		for Rehabilitation Professionals' Pam Enderby and
		Alexandra John 2015 – ISBN 978 – 907826 – 29 - 0
	Secondary TOMs Scale ID	The identifying number of the TOMS scale used
		from the 3rd edition of the book'- 'Therapy Outcome
		Measures for Rehabilitation Professionals' Pam
		Enderby and Alexandra John. 2015 – ISBN 978 –
		907826 - 29 - 0
		(The Core Scale is coded as 0 (zero))
	End-of-episode/Discharge	Free text description of the reason for the end of the
	Code/Description	episode/discharge (e.g. therapy complete. did not
		attend)
Rating	Rating Type	S = Admission/Initial Assessment/First Rating/Start
		of Episode

Category	Туре	Description
		I = Interim/On-Going (optional)
		F= End of Episode/Final Rating/Discharge
	Rating Date	The date the TOMs rating was made
	Impairment Score (Primary) ³	Numerical value for the TOMs score for the
		impairment domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4,
		4.5, 5
		(Zero is the severe / profound end of the scale, five
		is the normal end of the scale)
		Any TOMs domains where a TOMs score is not
		applicable should be left blank (null).
	Impairment Score (Secondary)	Numerical value for the TOMs score for the
		impairment domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4,
		4.5, 5
		(Zero is the severe / profound end of the scale, five
		is the normal end of the scale)
		Any IOMs domains where a IOMs score is not
	Activity Score (Primary)	Numerical value for the TOMs score for the activity
	Addivity Coole (Frindly)	domain: $0.05.1.15.2.25.3.35.4.45.5$
		(Zero is the severe / profound end of the scale five
		is the normal end of the scale)
		Any TOMs domains where a TOMs score is not
		applicable should be left blank (null).
	Activity Score (Secondary)	Numerical value for the TOMs score for the activity
		domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5
		(Zero is the severe / profound end of the scale, five
		is the normal end of the scale)
		Any TOMs domains where a TOMs score is not
	Destining the Page	applicable should be left blank (null).
	Participation Score	Numerical value for the TOMs score for the
		participation domain. 0, 0.5, 1, 1.5, 2, 2.5, 5, 5.5, 4,
		4.5, 5 (Zero is the severe / profound and of the scale, five
		(Zero is the severe / projound end of the scale, five
		Any TOMs domains where a TOMs score is not
		applicable should be left blank (null).
	Wellbeing Score	Numerical value for the TOMs score for the
		wellbeing domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5,
		5
		(Zero is the severe / profound end of the scale, five
		is the normal end of the scale)
		Any TOMs domains where a TOMs score is not
		applicable should be left blank (null).
	Carer Rating Score	Numerical value for the TOMs score for the carer
		wellbeing domain: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5,
		$(\angle ero$ is the severe / protound end of the scale, five
		is the normal end of the scale)

³ For SLT services using the AAC adapted scale, the TOMs domains are: Impairment (physical), Impairment (cognitive), Impairment (sensory), Impairment (speech and language output) Impairment (comprehension), Activity, Participation, Wellbeing, Carer-wellbeing (optional).

Category	Туре	Description
		Any TOMs domains where a TOMs score is not applicable should be left blank (null)
User Defined Fields	These are data items that are deem are only available to the service that value of the data to the local service practices and reporting requirement service, their own organisation's info	t created them. They may be used to increase the by ensuring the data better matches local structures, is. As these fields are under the control of the local prmation governance frameworks must be adhered to.

Annex 3: Required data fields for "score per row" file structure

Category	Туре	Description
Patient	Local Patient Identifier	This is a local patient identifier and can take any
		alpha numeric form.
	Year Of Birth	The year of the patient's birth
	Gender	The patient's gender
Episode	Episode of care Identifier	An episode of care identifier can take any alpha
-		numeric form and delineates an episode of care. For
		the purposes of TOMs, an episode of care is a
		package of intervention(s) and will contain:
		Start of Episode ratings (S)
		Interim(s) ratings (I) (Optional)
		End of Episode ratings (E)
	Primary Communication and	The descriptor and/or ICD-10 code for the patient's
	Swallowing Disorder	primary communication/swallowing disorder
	Descriptor/Code	
	Additional Communication and	The descriptor(s) and/or ICD-10 code(s) for any
	Swallowing Disorder	additional communication/swallowing disorder(s)
	Descriptor(s)/Code(s)	
	Primary Medical Diagnosis	The descriptor(s) and ICD-10 code(s) for any
	Descriptor/Code	primary medical diagnosis, where relevant
	Additional Medical Diagnosis	The descriptor(s) and ICD-10 code(s) for any
	Descriptor(s)/Code(s)	additional medical diagnoses, where relevant
	TOMs Scale Primary/Secondary	This indicates whether the TOMs scale is 'primary'
		or secondary
	TOMs Scale	The name of the TOMs scale (adapted and core)
		that was used to rate the patient from the 3rd
		edition of the book:- Therapy Outcome Measures
		for Rehabilitation Professionals' Pam Enderby and
		Alexandra John, 2015 – ISBN 978 – 907826 – 29 –
	TOME OF ALL ID	
	I OMS Scale ID	The identifying number of the TOMS scale used
		from the 3rd edition of the book:- Therapy Outcome
		Measures for Renabilitation Professionals Pam
		Enderby and Alexandra John, 2015 – ISBN 978 –
		907826 - 29 - 0
	End of onioodo/Diooborgo	(The Core Scale is coded as 0 (zero))
	End-of-episode/Discharge	Free text description of the reason for the end of the
	Code/Description	episode/discharge (e.g. therapy complete, did not
Doting	Poting ID	A rating identifier can take any alpha numeric form
кашу	Raung iD	For the purposes of TOMs, a rating is a single set of
		For the purposes of TOMs, a failing is a single set of
		single point in time and will contain scores for:
		single point in time and will contain scores for.
		Activity (primary/secondary)
		Participation
		Wellbeing
		Caror Wallbeing ontional
	Deting True	
	kating Type	S = Admission/Initial Assessment/First Rating/Start



Category	Туре	Description
		of Episode
		I = Interim/On-Going (optional)
		F= End of Episode/Final Rating/Discharge
	Rating Date	The date the TOMs ratings was made
	TOMs Domain⁴	The domain of the TOMs being scored:
		Impairment (Primary)
		Impairment (Secondary) – optional
		Activity (Primary)
		Activity (Secondary) – optional
		Participation
		Wellbeing
		Carer Wellbeing – optional
	TOMs score	Numerical value for the TOMs score for the domain:
		0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5
		(Zero is the severe / profound end of the scale, five
		is the normal end of the scale)
		Any TOMs domains where a TOMs score is not applicable should be left blank (null).
User	These are data items that are deem	ed useful, and created by participating services. They
Defined	are only available to the service that	t created them. They may be used to increase the
Fields	value of the data to the local service	by ensuring the data better matches local structures,
	practices and reporting requirement	s. As these fields are under the control of the local
	service, their own organisation's info	ormation governance frameworks must be adhered to.

⁴ For SLT services using the AAC adapted scale, the TOMs domains are: Impairment (physical), Impairment (cognitive), Impairment (sensory), Impairment (speech and language output) Impairment (comprehension), Activity, Participation, Wellbeing, Carer-wellbeing (optional).

Annex 4: Setting up user defined fields – examples

EXAMPLE 1 – setting up a 'single select' field (name of SLT)

7.1.a. Check that the user defined field is correctly named, and select the type as 'single select':

_ R(Edit UDF Selected column: Name of SLT		Welcome Kathryn - Test Base	<u>Change - Char</u> ×			
	UDF Name:		Sort Order:				
Home My Dashboa	Name of SLT						
Upload File / Sheets / Import D	UDF Data Type:	Max Length:					
Green: Column/Cells matched and	Free text 🔻				Sort By: Original 🗸	Back Ne	xt
Parameter Parameter	Date Free text Integer (whole number) List (single select) Number				 A construction Category, Rading Type: Weit-bring (Patient) Start Category, Rading Category, Rading 	Jos Automatic 1/06 Methoding 210121 Start 210121 Start 210021 Start	00 00 00 00 00 00 00 00 00 00 00 00 00
Core 0					3 3	12/01/2	- 10
			Save	Close		Back Ne	×t

7.1.b. The ROOT will detect the values in the column and ask you to confirm which values are 'allowed'. To add 'allowed' values, click 'select all' or 'add to list' against the relevant values.

∎ [∎] ∎ R	Edit UDF Selected column: Name of SLT	Welcome Kathryn - Test Base Chanee - (>	Thange Password - Logo	
	UDF Name:	Sort Order:	^	
Home My Dashbe	Name of SLT			
Upload File / Sheets / Import	UDF Data Type:			
Green: Column/Cells matched an	List (single select)		Sort By: Original -	Back Next
Category Episode - Type Primary TOM's Scale - PrimaryTOM's Scale PrimaryTOM's Scale Category Episode	UDF Relation: Episode Distinct Values Select All Deselect All Sort By: Name Included Abigail Abigail		Cuardory, Naurig Type Weit-being (Pattern) Start Carenov, Rating Category, Rating Type Weit-being (Caren) Start	RatingDateFinal Category: Rating Type: Rating Date Final ImpairmentRatingPrimar
Autism 2 Child Language Impairment	Claire Add to List		4	20/10/2018 14/02/2019 15/12/2017
Core 0 Dysphonia 26 Child Januare impairmnt 6	Jane Add to List		3	12/01/2018 18/04/2017 17/09/2017
Core 0 Dysfluency 23	Jane Add to List		3	12/01/2018
Autism 2 Child Language Impairment		Save Close	4	20/10/2018 14/02/2019

7.1.c. You may not add all values to the list, for example, if there are instances of the value spelled incorrectly, or duplicate values with minor differences. When you have added all of the allowed values to the list, click 'save'.

_ R(Edit UDF Selected column: Name of SLT		Welcome Kathrvn - Test Base Char	nge - Chại ×	nge Password - Loj	gout	
Home My Dashho	Distinct Values Select All Deselect All Sort By: Name	Included		^			
Upload File / Sheets / Import D	Abigail	Remove					
Green: Column/Cells matched and	Claire	Remove			Sort By: Original -	Back	Next
caj caj	Eva	Remove		- 1	ant) Start	ę	_
cale CoMs S caleID	Jane	Remove			ig (Patie Ratings	ig (Care	ng ate Fins
TOMSS Y: Episo Ifmary 1 TOMSS	Jane	Add to List			y: Ratir /ell-bein	y: Ratir /ell-bein /ateFina	y: Ratir ating Di
Primary Catego Type: P	Liam	Remove		- 11	Categol Type: V Start CarerW	Catego Type: V Start RatingE	Categol Type: R
Dysfluency 2: Core 0	Liamm	Add to List		- 11			15/12/20 🔺 12/01/20
Dysphonia 2 Child language impairmnt	Monisha	Remove		- 11			18/04/20 17/09/20
Core C Dysfluency 2	Ту	Remove		- 11			12/01/20
Autism 2 language					3 4 4	4	20/10/20 14/02/20
Core C					3	3	12/01/20 -
			Save C	ose		Back	Next

7.1.d. If the column heading remains yellow, it will be because there are erroneous or unmatched values in the column:

	RCSLT Online Outcome Tool Therapy Outcome Measures																
Home My Dashboard Patients Reports Resources Secure File Upload Import Data Admin Site Admin																	
Upload File	Upload File / Sheets / Import Data for: Episode per row - with UDF - Feb 2019.xlsx (Data collection sheet)																
Green: All c	ells matched Yello	ow: Some cells	matched Bl	ue: Not accept	ted Orange:	Column not ma	atched Grey	: Ignored/Emp	ty					9	fort By: Original	Back	Next
Frimary LOMISSCaleIU Category: Episode Type: Primary TOMIS Scale	SecondaryTOMSScale Category: Episode Type: Secondary TOMs Scale	SecondaryTOMSScaleID Category: Episode Type: Secondary TOMs Scale ID	RatingDateStart Category: Rating Type: Rating Date Start	Name of SLT Category: Episode Type: Name of SLT	ImpairmentRatingPrimar Category: Rating Type: Impairment (Primary) Start	ImpairmentRatingSecond Category: Rating Type: Impairment (Secondary) Start	ActivityRaungPrimaryStart Category: Rating Type: Activity (Primary) Start	ActivityRatingSecondary Category: Rating Type: Activity (Secondary) Start	ParticipationRatingStart Category: Rating Type: Participation Start	WeilbeingRatingStart Category: Rating Type: Weil-being (Patient) Start	CarerWellbeingRatingStart Category: Rating Type: Well-being (Carer) Start	RatingDateFinal Category: Rating Type: Rating Date Final	ImpairmentRatingPrimar Category: Rating Type: Impairment (Primary) Final	ImpairmentRatingSecond Category: Rating Type: Impairment (Secondary) Final	ActivityRatingPrimaryFinal Category: Rating Type: Activity (Primary) Final	ActivityKaungsecondary Category: Rating Towe: Activity (Secondary)	ParticipationRatingFinal
6			15/08/2016	Monisha	2		2		2.5	2	2.4	17/09/2017	3	3		3	-
0			25/05/2016	Claire	3		3		3	3	3	12/01/2018	3		3		
23	Phonological disorder	40	21/10/2017	Jane	3	3	2	3	2	2	2	20/10/2018	3.5	3.5	3.5	3	
	Phonological disorder	41	43/01/2020	Liamm	4	4	4	4	4	4	4	14/02/2019	4	4	4	4	
23			13/04/2016	Abigail	3		2		2	2	2	15/12/2017	3		3		
0			25/05/2016	Liam	3		3		3	3	3	12/01/2018	3		3		
26			13/05/2016	Jane	3		3		3	3	3	18/04/2017	4		3		
0			25/05/2016	Claire	2		2		2.5	2	2.4	17/09/2017	3	3	3	3	
23			13/04/2016	Liam	3		2		2	2	2	120112010			Ť		
2	Phonological disorder	40	21/10/2017	Jane	3	3	3	3	3	3		20/10/2018	3.5	3.5	3.5	3	
/	Phonological disorder	41	43/01/2020	Liamm	4	4	4	4	4	4	4	14/02/2019	4	4	4	4	, T
																Back	Next

7.1.e. Click the column heading again and click Match Cells:

	Welcome Kathryn - Test1 Change - Change Password - Logout																						
Name of SLT Accepted × 1easures																							
To change this mapping, please select from the drop-down boxes:																							
	Catagony Enicode M																					_	
		Category Episode -							ad Import Data Admin Site Admin														
		Туре	Na	ime of	f SLT					~													
Upload File	e / Sneets						Mat	ch Cells	Reset lg	ore	eet)												
Green: All c	ells matche						Inter	ch cens	Reper 18	iore	Grey	: Ignored/Emp	ty							9	Sort By: Original	Back	Next
		_						2											\$:	_		
scarel D tode TOMs Scal	VisScale ode any TOMs	AsscaleID	eode	ary LOMS	ng Date Start	ode r SLT	tingPrimar	ng ent (Primar	bingSecond ng ent tart	PrimaryStar	ng (Primary)	Secondary ng (Secondary	atingStart ng ation Start	ng Start ng	ng (Patient)	graungsta ng ng (Carer)	al ng Date Final	lingPrimar	ng ent (Primar	ngsecolo ent inal	Primary Fina ng (Primary)	Secondary ng	atingFinal
ategory: Epis pe: Primary	econdaryTOI ategory: Epis	cale econdary TO	ategory: Epis	/pe: second cale ID atingDateSta	ategory: Rati /pe: Rating E	ame of SLT ategory: Epis	npairmentRa	ategory: Rati /pe: Impairm :art	ipairmentRa ategory: Rati /pe: Impairm	tivityRating	ategory: Rati /pe: Activity - art	ctivityRatings ategory: Rati /pe: Activity - art	articipationR ategory: Rati (pe: Participo	'ellbeingRatii ategory: Rati	/pe: Well-bel art	arerweilbein ategory: Rati /pe: Well-bei /art	atıngUateFin ategory: Rati /pe: Rating E	pairmentRa	ategory: Katt /pe: Impairm nal	ategory: Rati /pe: Impairm /econdary) F	ctivityRatingF ategory: Rati rpe: Activity	ctivityRatings ategory: Rati	rpe: Aurony articipationR:
	10 OF	ີຫຼື ຫຼື	O F	- 07 C2	0 F	Z OF Monieha	5	2	E 069	R (ປ ≓ ຫ 2	₹ 0F5	£ 0 ₽ 25	≥ U 2	F 20 C	3 CF0 24	2 CF	5 0	3 FES	3	< OFE	2 (C F 3	7 G 6
0					25/05/2016	Claire		3			3		3	3		3	12/01/2018	3	3		3		^
23					13/04/2016	Liam		3		2	2		2	2		2							
2	Phonological	disorder	40		21/10/2017	Jane		3	3	3	3	3	3	3			20/10/2018	3.	5	3.5	3.5	3	
	Phonological	disorder	41		43/01/2020	Liamm		4	4	4	4	4	4	4		4	14/02/2019	4		4	4	4	
23					13/04/2016	Abigail		3		2	2		2	2		2	15/12/2017	3	3		3		
0					25/05/2016	Liam		3		3	3		3	3		3	12/01/2018	3	3		3		
26					13/05/2016	Jane	-	3		3	3		3	3		3	18/04/2017	4			3		
6					15/08/2016	Monisha	-	2		-	2		2.5	2		2.4	17/09/2017	3		3	2	3	
22					12/04/2016	Liam	-	3			2 2		3	2		2	12/01/2018	-	,		3		
2	Phonological	disorder	40		21/10/2017	Jane		3	3		3	3	3	3		-	20/10/2018	3.	5	3.5	3.5	3	
	Phonological	disorder	41		43/01/2020	Liamm		4	4		4	4	4	4		4	14/02/2019	4		4	4	4	~
<					_																		>
																						Back	Next

7.1.f. For any unmatched values, select the correct value from the drop-down list. If the value cannot be matched, select 'No Match'. Then click 'save'.

∎■ R	Edit Cells Column Type: Name of SLT	. Welcome Kathrvn - Test Base	Change - Cha ×	nge Password - Logo		
	Please select a value from the drop-down list or type directly into	the box.				
Home My Dashbo	If you are unable to match the value, please select 'No Match'.					
Upload File / Sheets / Import	D Selected column: Name of SLT	Liamm				
Green: Column/Cells matched an	a	Abigail	-	Sort By: Original -	Back	Next
<u>e</u>		Abigali		g t		
⊆ Ss s		Claire		ngSt	arer	Inal
tode cale		Eva		a di Ce	0	ate F
MISS any - MISS		Jane		Satir being	Fine	g Di
yTO yTO		Liam		ory: Well	Date Nell	ory: Rati
vitmal Vpe:		Monisha		ype: ype: ttart aren'	ype: trant cating	categ Vpe:
	28	Tv	-		F 0 22	(12/20 ▲
Core	0	.,			12	/01/20
Dysphonia	26				18	/04/20
Child language impairmnt	6				17	/09/20
Core	0				12	/01/20
Dysfluency	2					110.000
Autism	1			3	20.	/10/20
Dysfluency	2			4 4 2 2	14	/12/20
Core				3 3	12	/01/20 -
1						•
		Save	e Close		Back	Next



7.1.g. The column heading will turn 'green' if all values have been matched or 'ignored'.

EXAMPLE 2 – setting up an 'integer' field (total number of contacts)

7.2.a. Check that the user defined field is correctly named, and select the type as 'integer'.

				Welcome Kathrvn - Test Base	Change - Cha	nge Passwo	rd - Logout		
-	R(Edit UDF			×				
		Selected column: Total number of contacts							
		UDF Name:		Sort Order:					
Hor	me My Dashboa	Total number of contacts							
Upload File / S	Sheets / Import D	UDF Data Type:	Max Length:						
Green: Column/0	Cells matched and	Free text 🔻	2			Sort By: C	Driginal - B	ack N	lext
ng (Carer) al ing Date Final	tingPrimar ing ent (Primary) tingSecond	Date Free text Integer (whole number) List (single select) Number					ing (Primary)		
Type: Well-bel Start RatingDateFir Category: Rat Type: Rating I	ImpairmentRa Category: Rat Type: Impairm Final ImpairmentRa	Number				Category. Type:	Indirect time Category: Rat Type: Activity	Start Total time	Category: Type:
15/12/2017	3					240		3	60 🔺
12/01/2018	4					240		3	60
17/09/2017	3					240		3	60
12/01/2018	3					240	120	3	60
						d	C	#VA	LUE
20/10/2018	3.5					240		3	60
14/02/2019	4					240		3	60
12/01/2018	3					240		3	60 -
1				_		240	12.0	-	
				Save	Close		В	ack N	lext

7.2.b. If needed, you can select a minimum and maximum value:

_ R	Edit UDF Selected column: Total number of contacts		Welcome Kathryn - Test Base	Change - Change P. X	assword - Logo	ut	
	UDF Name:		Sort Order:				
Home My Dashbo	Total number of contacts						
Upload File / Sheets / Import	UDF Data Type:	Min Value:	Max Value:				
Green: Column/Cells matched an	d Integer (whole number)			So	rt By: Original 🗸	Back	Next
Type Wei-being (Caret) Type Wei-being (Caret) Tart of the term Tart of term	UDF Relation: Episode			244 24 24	021 021 021 021 022 021 021 021 021 021	Type: Activity (Primary) Start Total time	▲ 100 ▲
17/09/2017 3 12/01/2018 3 20/10/2018 3.5 14/02/2019 4 15/12/2017 3				24/ 24/ 0 24/ 24/ 24/ 24/	0 120 0 120 0 120 0 120 0 120 0 120		360 360 #VALUE 360 360 360
1201/2018 3			Save	e Close	120	Back	Next

7.2.c. Click 'save'.

7.2.d. If all values are integers, the column heading will turn green:

	-	 R	CSL	T On	line C rapy O	Outco utcom	ome T e Meas	Fool sures	N	Velcome Katł	nryn - Test Base	e Change -	Change Passw	ord - Logout	
	Hon	ne My Dash	board Patier	nts Reports	Resources	Secure File	Upload Im	port Data A	dmin Site A	dmin					
Up	Upload File / Sheets / Import Data for: Test file with UDF and errors v2.xlsx (Data collection sheet)														
Gre	en: Column/C	ells matched a	nd accepted	Yellow: Colun	nn matched	Orange: Colur	nn not matche	ed Grey: Igno	ored or Empty				Sort B	y: Original 👻 🛛 E	Back Next
Type: Well-being (Carer) Start	RatingDateFinal Category: Rating Type: Rating Date Final	ImpalimentRatingPrimar Category: Rating Type: Impaliment (Primary) Final	ImpalimentRatingSecond Category: Rating Type: Impaliment (Secondary) Final	ActivityRatingPrimaryFinal Category: Rating Type: Activity (Primary) Final	ActivityRatingSecondary Category: Rating Type: Activity (Secondary) Final	ParticipationRatingFinal Category: Rating Type: Participation Final	WellbeingRatingFinal Category: Rating Type: Well-being (Patient) Final	Carer/WellbeingRattingFinal Category: Rating Type: Well-being (Carer)	Total number of contacts Category: Episode Type: Total number of contacts	DischargeCode Categony: Episode Type: Discharge Code	No Title	Number of cortacts Category, Rating Type: Activity (Primary) Start	Direct time Category: Type:	Indirect time Category: Rating Type: Activity (Primary) Start	Total time Category: Type:
	15/12/2017	3		3		3	3	3	6	U		6	240	120	360 🔺
	12/01/2018	3		3		3	3	3	7	TC		6	240	120	360
	18/04/2017	4	0	3	0	3	3	3	5	TAS		6	240	120	360
	12/01/2018	3	3	3	3	3	3	3	2	EFOC		6	240	120	360
	12.0.12010								8	D		6	d	c	#VALUE!
	20/10/2018	3.5	3.5	3.5	3	3.5	3	3	8	MOA		6	240	120	360
	14/02/2019	4	4	4	4	4	4	4	4	DNA		6	240	120	360
	15/12/2017	3		3		3	3	3	6	Ü		6	240	120	360
	12/01/2018	3		3		3	3	3	/	TC		6	240	120	360 🔻

7.2.e. If the ROOT detects any erroneous values, the column will remain yellow:



	•	• • •	RCSL	.T Or Th€	nline erapy C	Outcom	ome ne Mea	Tool sures		Welcome Ka	thryn - Test	Change - Cha	ange Passwor	d - Logout		
	Hom	ie My Das	hboard Pati	ents Repor	ts Resource	es Secure Fi	le Upload Ir	nport Data	Admin Site	e Admin						
Uploa	Upload File / Sheets / Import Data for: Test file with UDF and errors v2.xlsx (Data collection sheet)															
Green:	Column/Co	ells matched	and accepted	Yellow: Colu	umn matched	Orange: Colu	ımn not match	ned Grey: Igr	nored or Emp	ty			So	rt By: Original 🗸	Back I	Nex
rype: impaintent (n miary) Final Impaiment?atingSecond	Category: Rating Type: Impaiment (Secondary) Final Activity/Batinghiman/Final	Category: Rating Type: Activity (Primary) Final	ActivityRatingSecondary Category: Rating Type: Activity (Secondary) Final	ParticipationRatingFinal Category: Rating Type: Participation Final	WellbeingRatingFinal Category: Rating Type: Well-being (Patient)	CarerWellbeingRattingFinal Category: Rating Type: Well-being (Carer)	Total number of contacts Category: Episode Type. Total number of contacts	DischargeCode Category: Episode Type: Discharge Code	No Title	Number of contacts	Direct time category: Episode Type: Direct time	Indirect time	Total time	Person delivering	Care spell	
		3		3	3	3	6	U		6	240	120	360	SLT	1	
		3		3	3	3	7	TC		6	240	120	360	SLT	2	
		3		3	3	3	5	TAS		6	240	120	360	SLT	3	
	3	0	3	3	3	3	2	DNA		6	240	120	360	SLT	a	
		0		3	3	3	8			6	240 d	120	360 #\/ALLIEL	SLI	4	
	3.5	3.5	3	3.5	3	3	8	MOA		6	240	120	360	SLTA	6	
	4	4	4	4	4	4	4	DNA		6	240	120	360	SLT	a	
		3		3	3	3	6	U		6	240	120	360	SLTA	7	
		3		3	3	3	7	TC		6	240	120	360	SLT	8	

7.2.f. Follow steps in section 6, about matching values by clicking on the column heading and selecting 'match cells':

