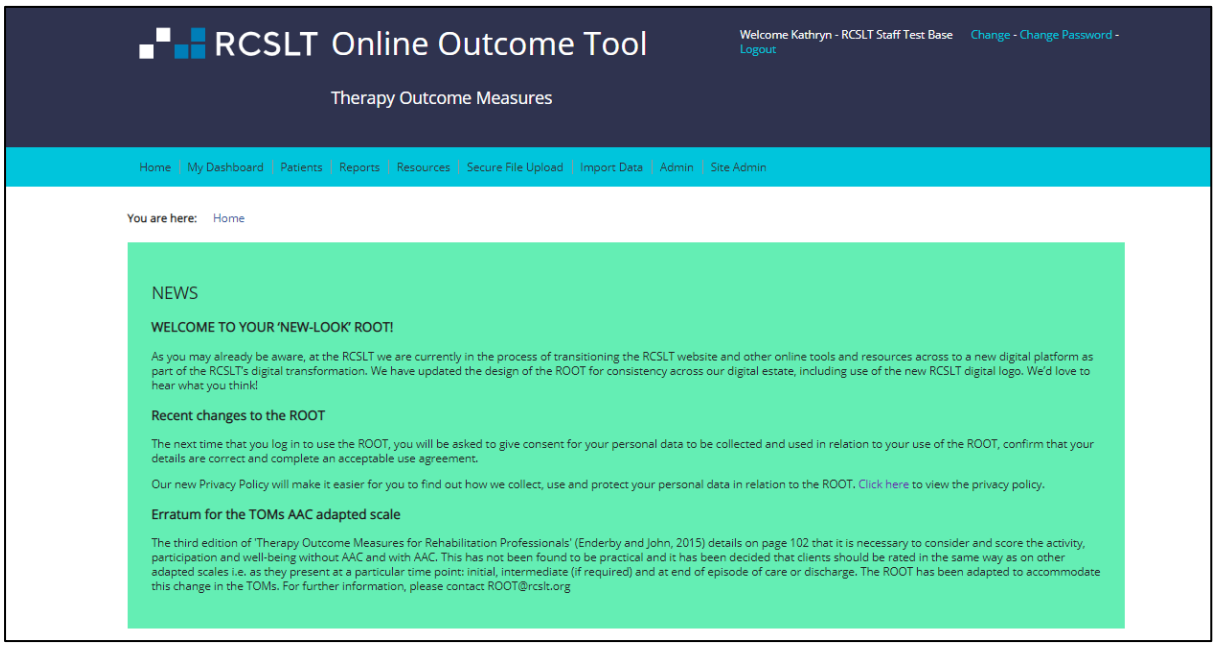
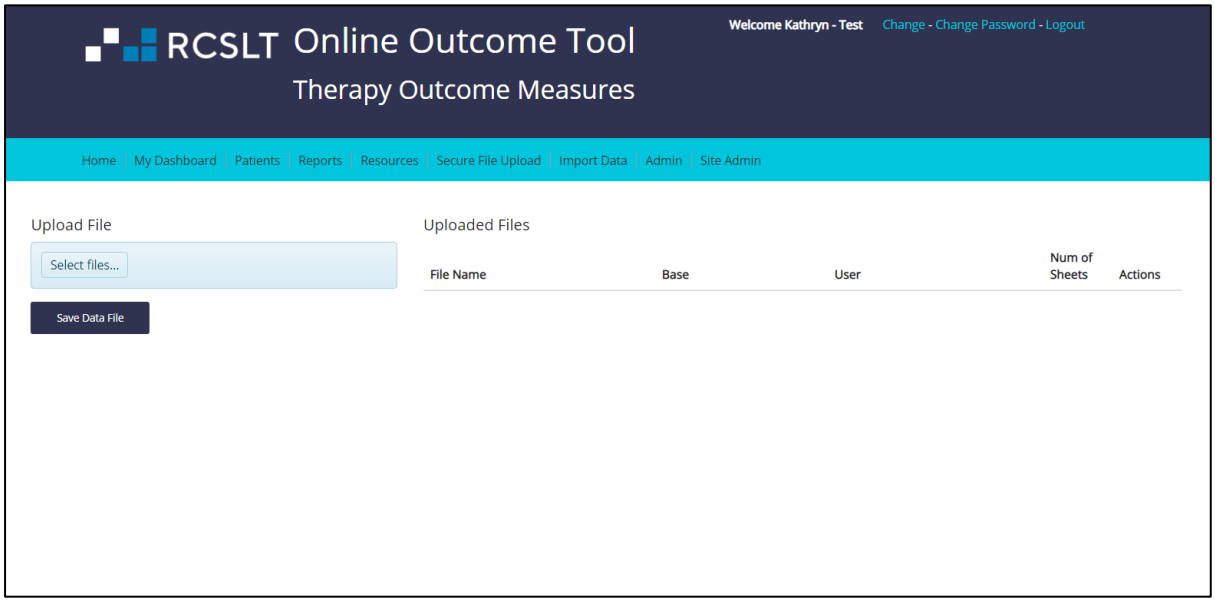
Using the new import process – draft guidance

Step one: Upload the file to the ROOT

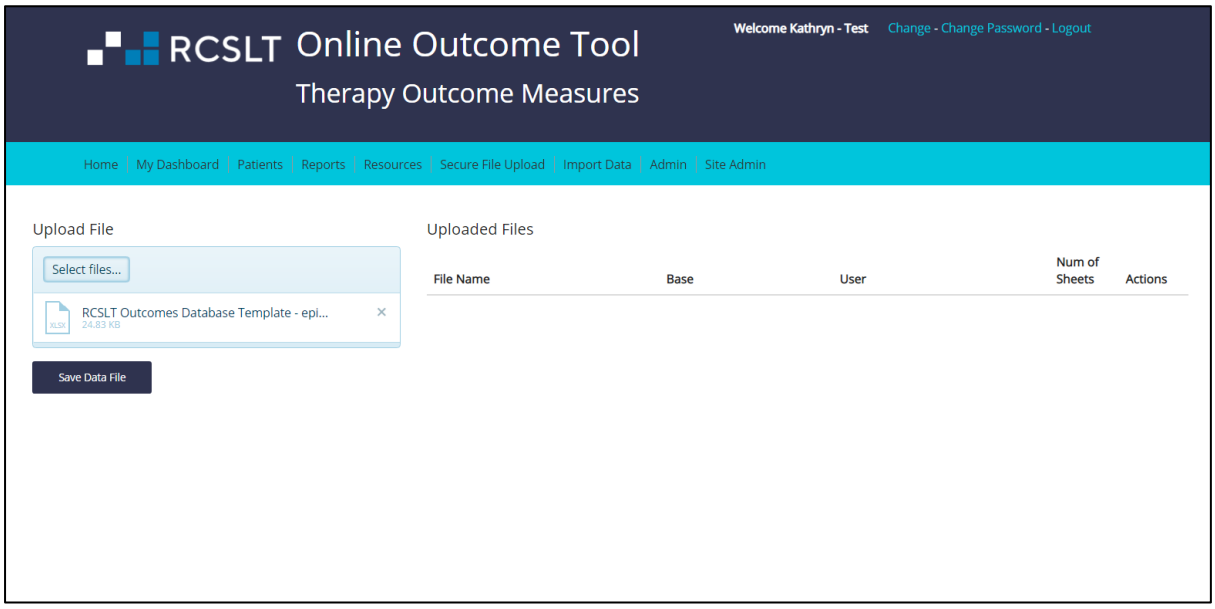
1a. Sign in to the ROOT (https://rcslt-root.org) and then click 'Import Data':



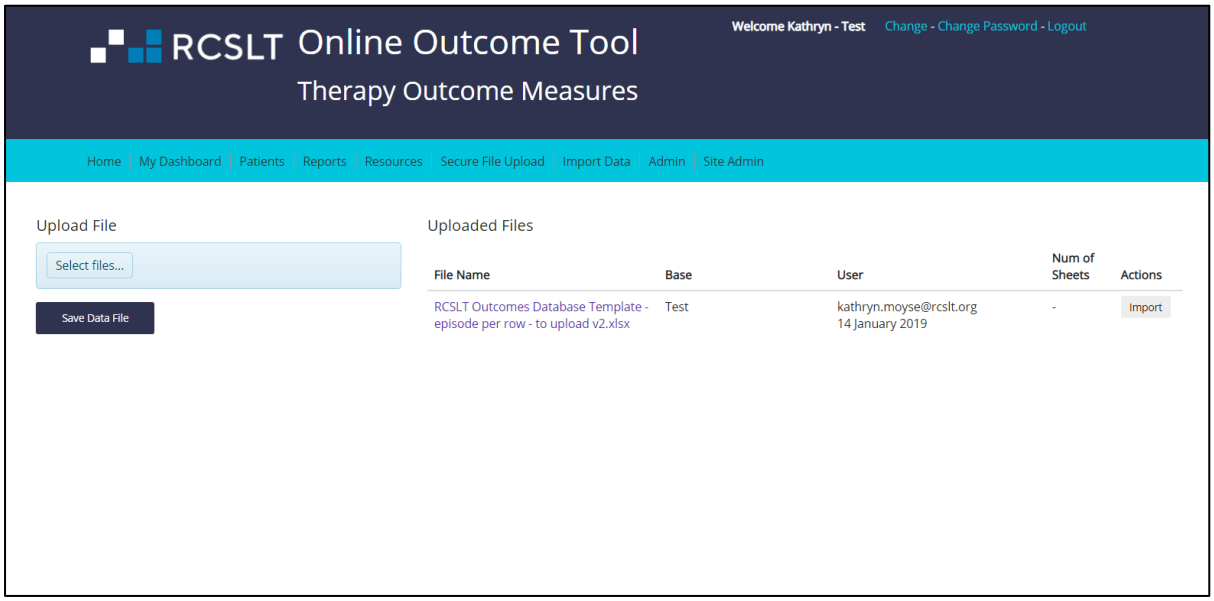
1b. Click 'select files' and select the file that you want to upload



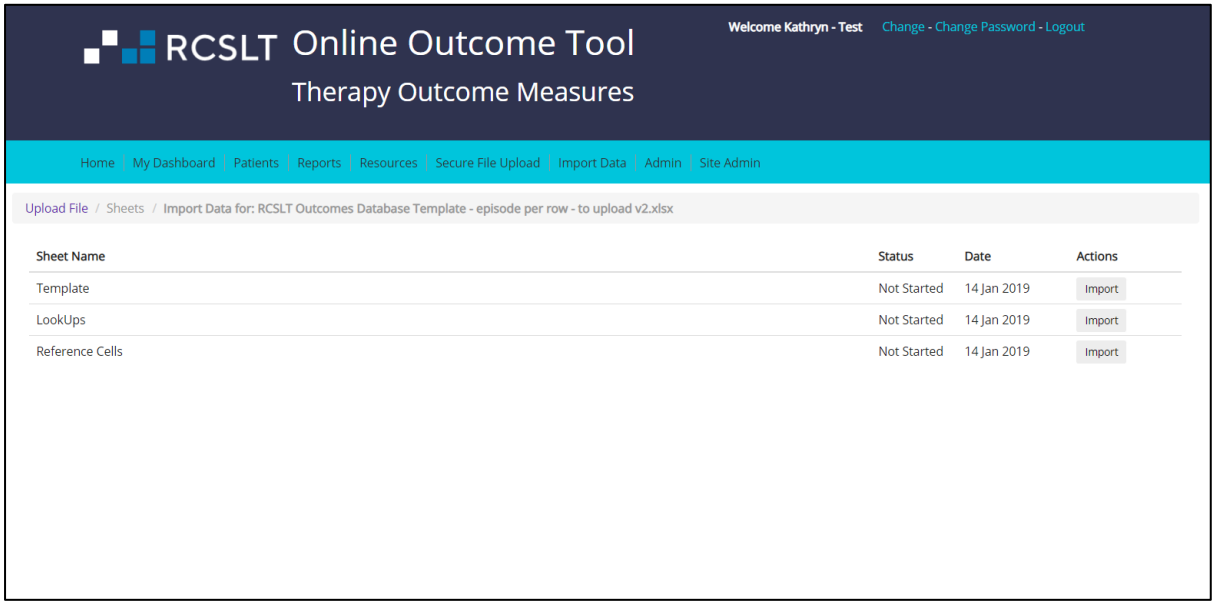
1c. Click ‘save data file’



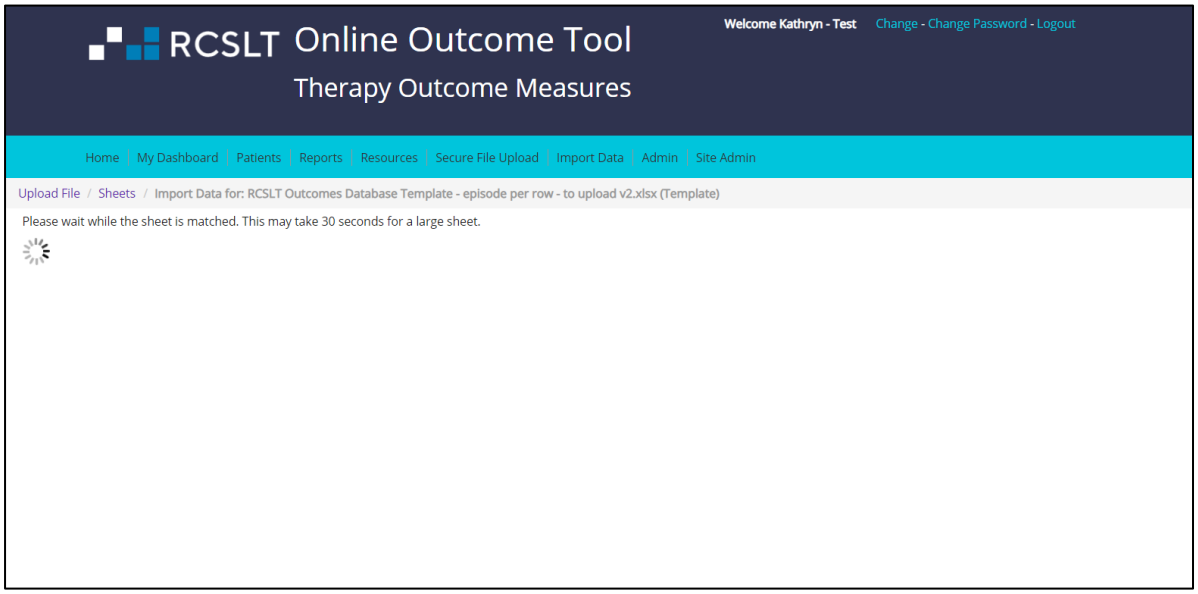
1d. Next to the file name on the right hand side, click ‘import’



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.

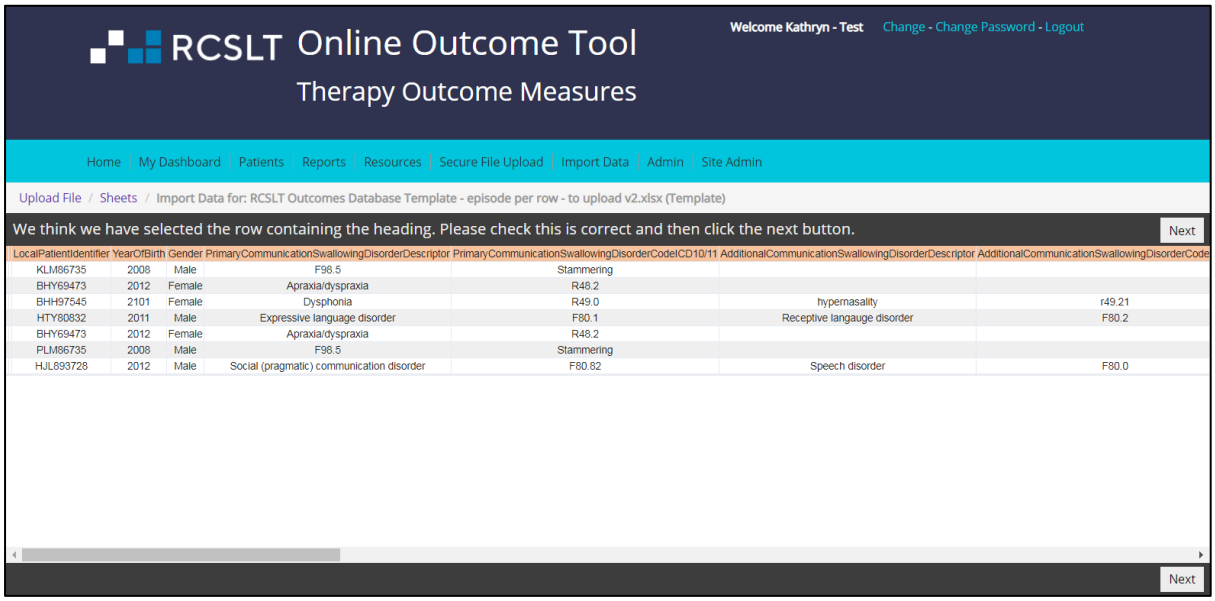


1f. The ROOT will begin to process the file. You may see the following displayed for a short while, depending on the size of the file:



Step two: Start the column mapping process

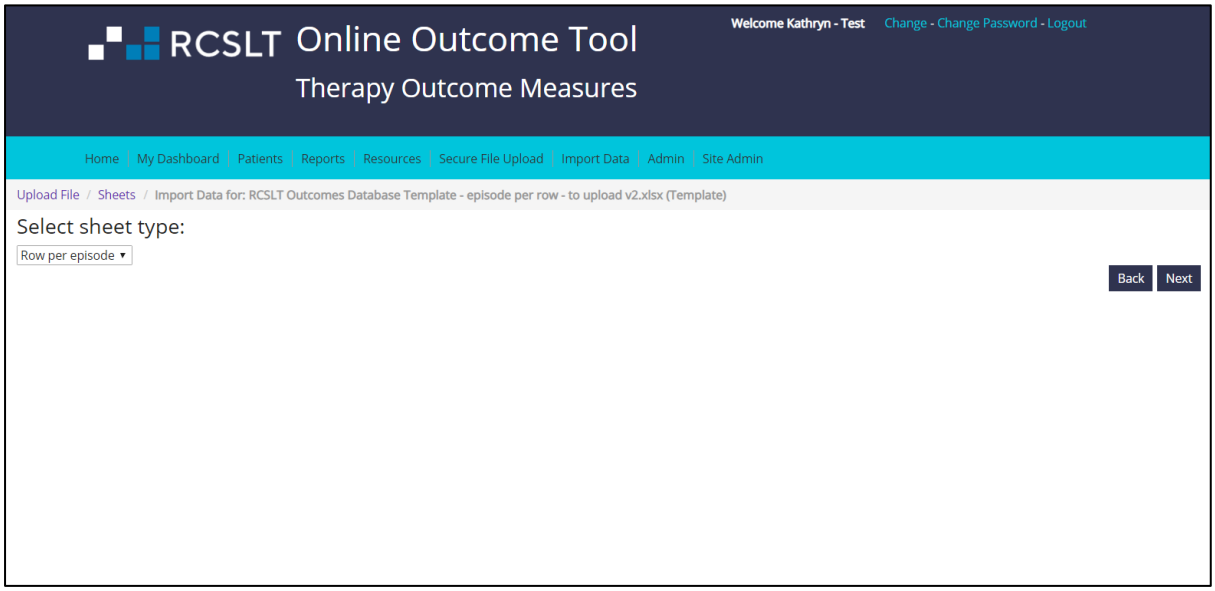
2a. The ROOT will attempt to identify the row in your spreadsheet that contains the column headings and this will be highlighted in orange. Check that this is correct, otherwise click on the appropriate row in the spreadsheet, then click ‘next’.



2b. Next, identify which type[1] 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 this document, or contact root@rcslt.org

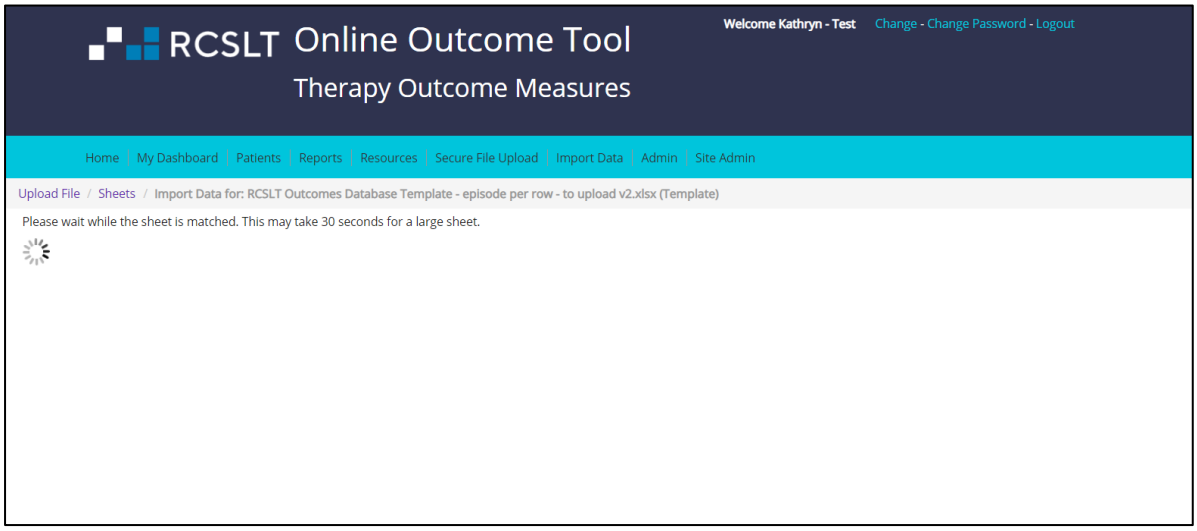


[1] **Episode per row:** A file that has an episode per row will contain the TOMs scores for a complete episode of care for a service user in a single row in the spreadsheet. Typically, this will include a rating made at the start of an episode of care and one that is made at the end. It may be the case 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).

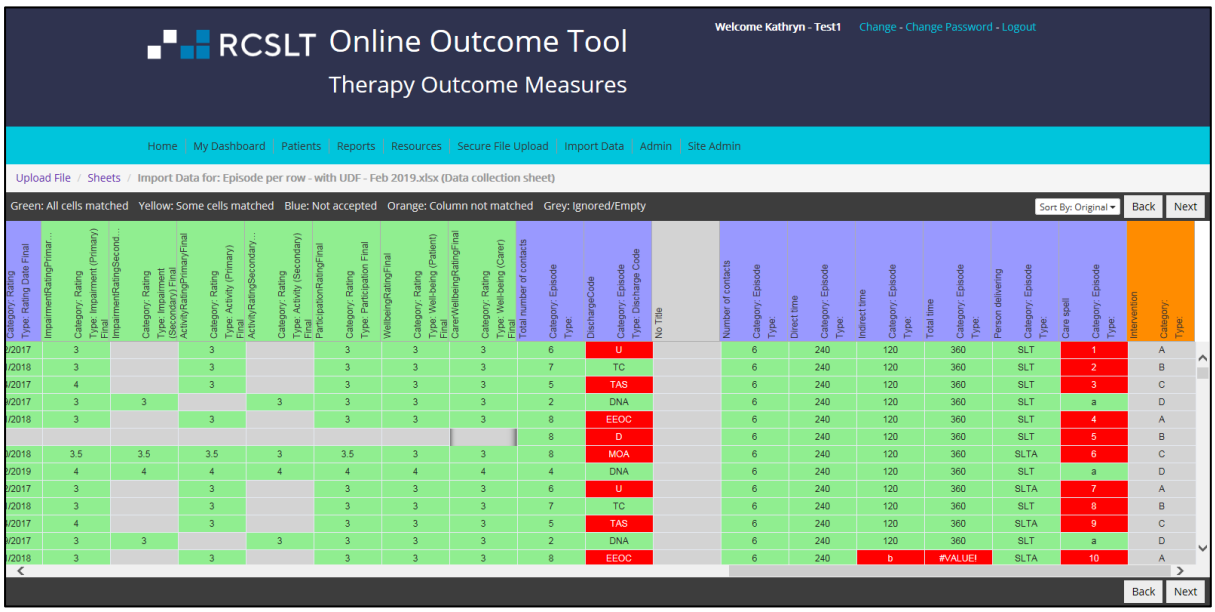
Score per row: In this file structure, the scores for each domain of TOMs appear on separate rows of the spreadsheet. Thus, scores for impairment, activity, participation, wellbeing and carer wellbeing at a single point in time (including at the start of the episode, the end of the episode and any interim 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:



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

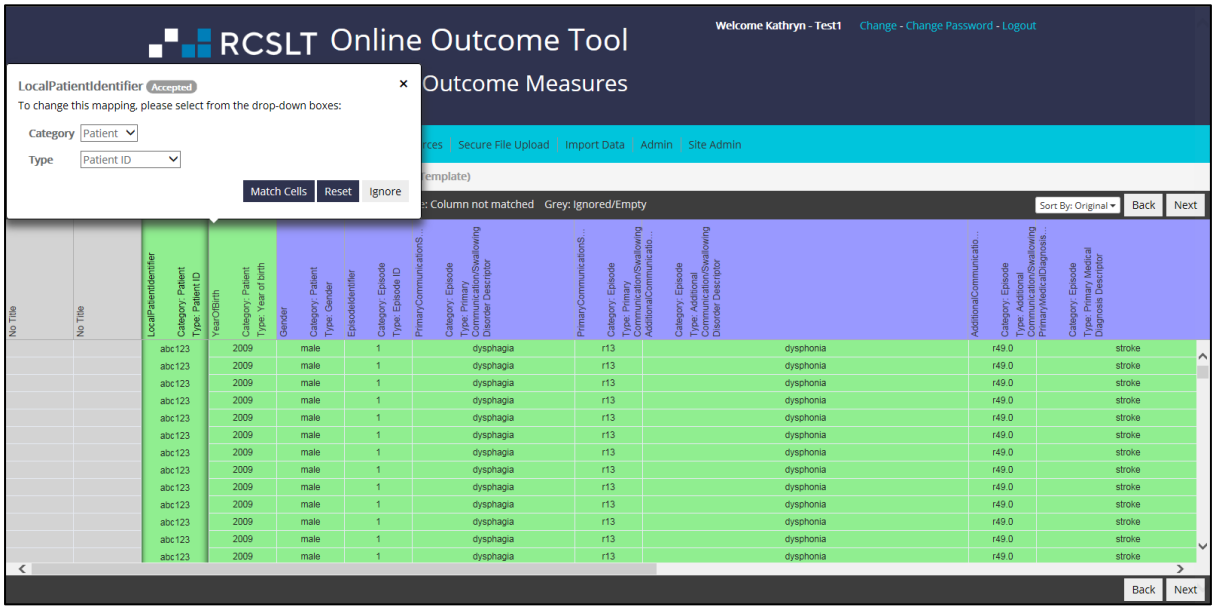
- Green – columns and cells in the sheet that have been mapped and no errors detected (go to step 3)
- Grey – columns and cells that have been ignored or empty. You will need to check that this is correct (see step 3).
- Purple – columns that have been automatically mapped, but require verification. 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).



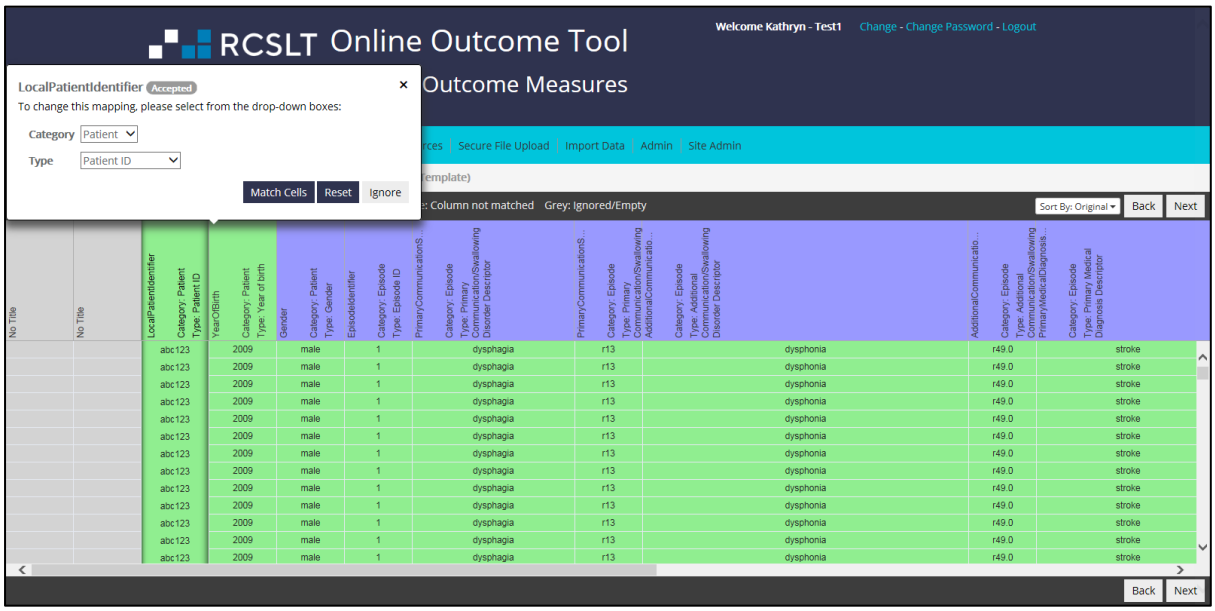
You can go back a step at any time using the 'back' button.

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.

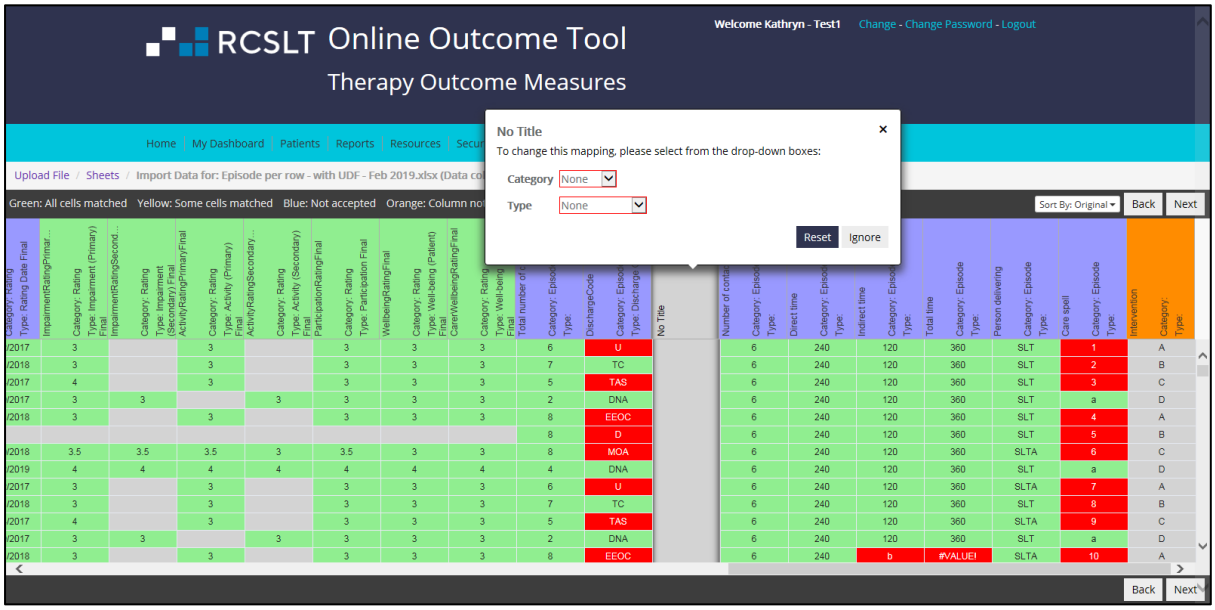


If you need to change the 'type' of column, you can do this by selecting the relevant options from the drop down boxes, 'category' and 'type'. The tables in Annexes 1-3 can support with this. If there is not an appropriate descriptor and you still wish to import the column, you will need to create a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



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.

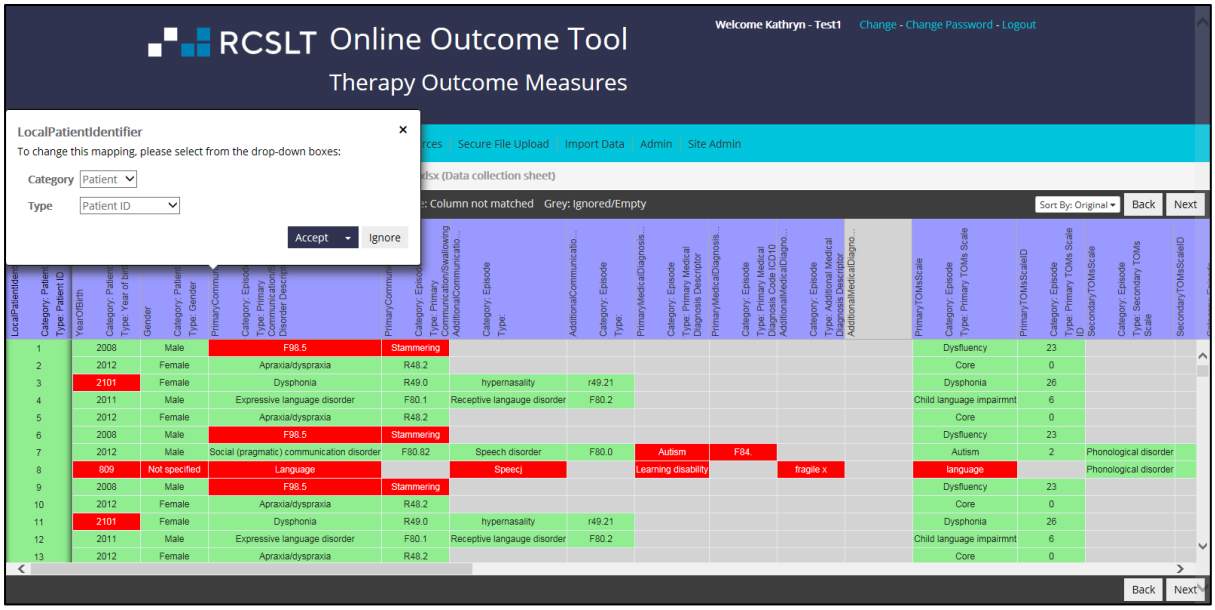


3d. Repeat this step for all of the grey column headings.

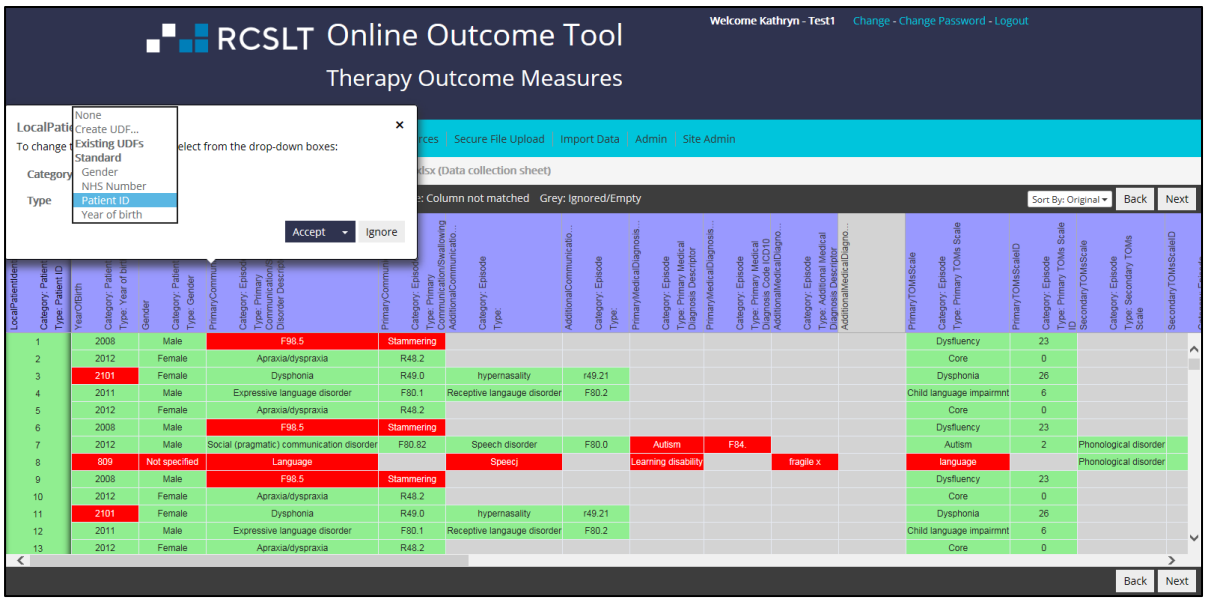
Step four: Verify the automatically mapped column headings (purple)

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:

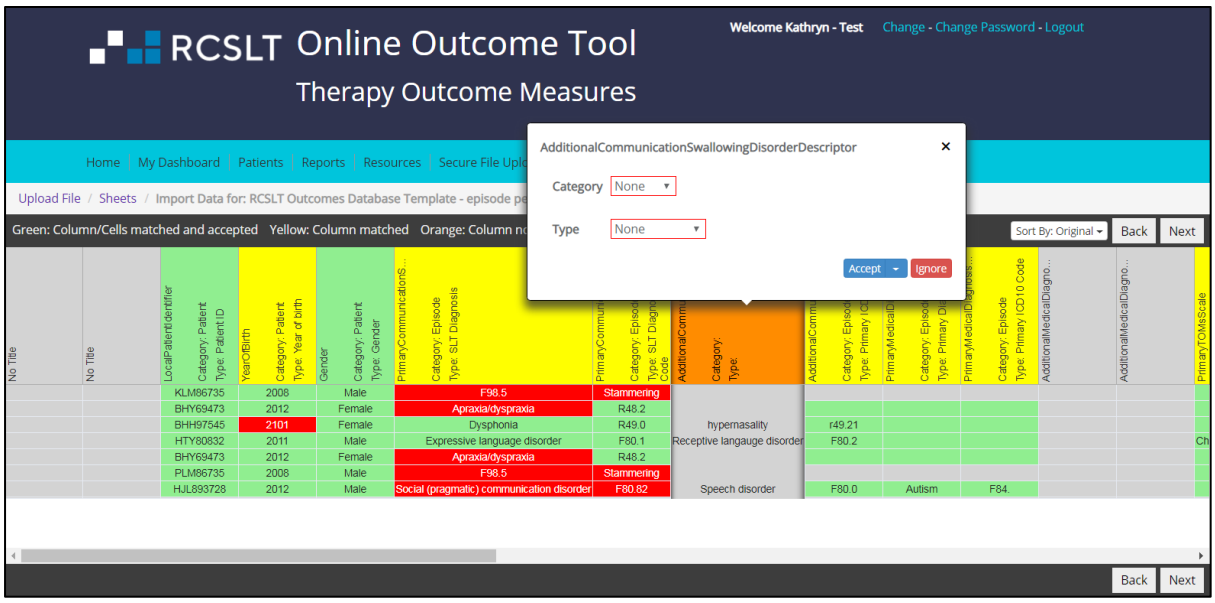
- turn green if all values in the cells in that column are correct
- turn grey if you have opted not to import this column of data
- turn yellow if there are unmatched cells in the column (see steps 6 and 8)

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).

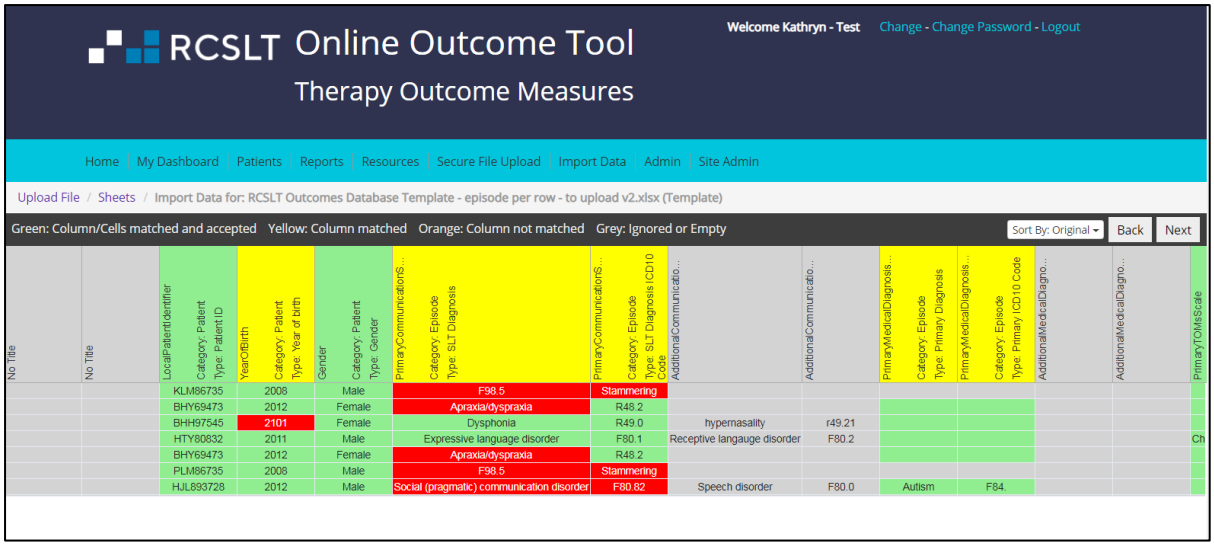


Step 6: Matching the cell values (cells that appear red)

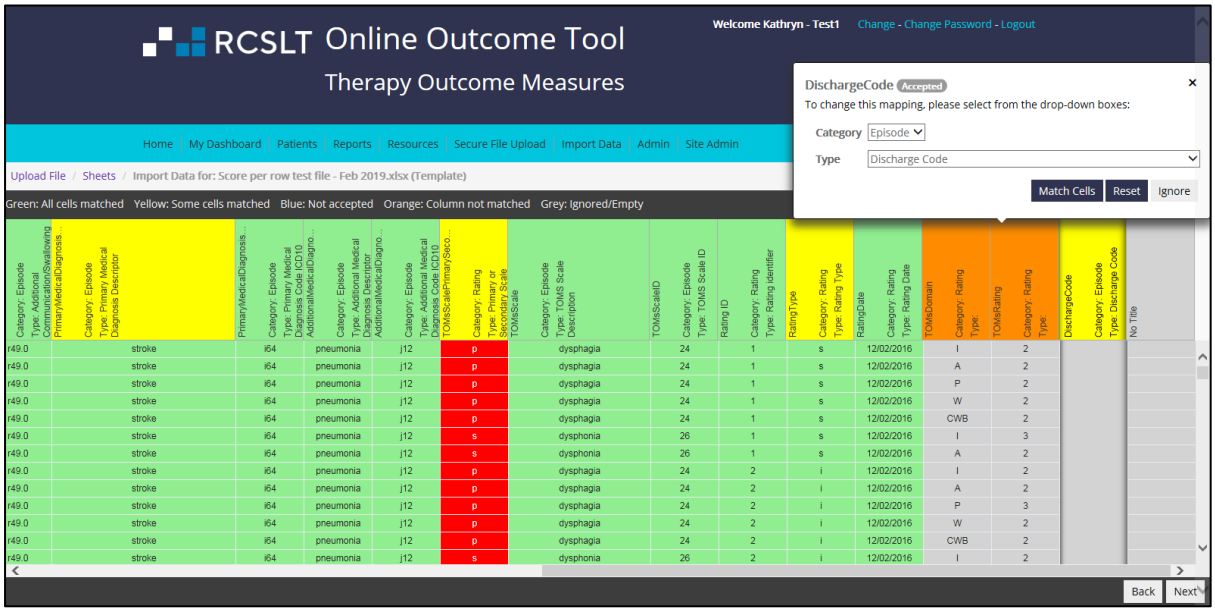
After completing the previous steps, the column headings (top row) will be colour coded as follows:

- 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

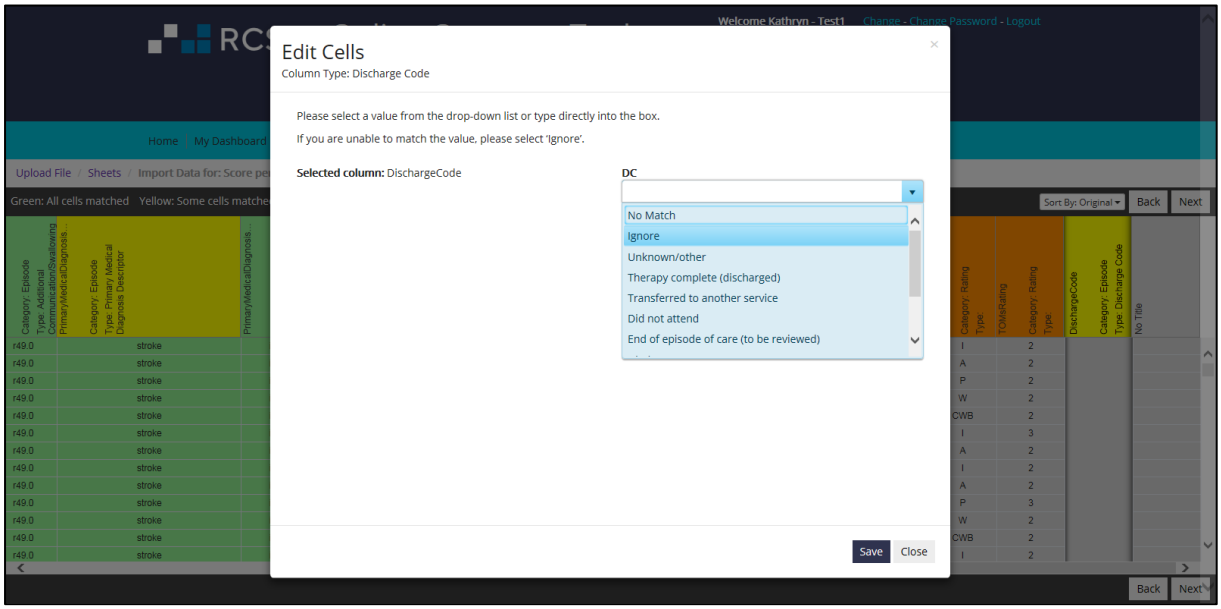
The next step is to match the values in any columns that are still yellow.



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

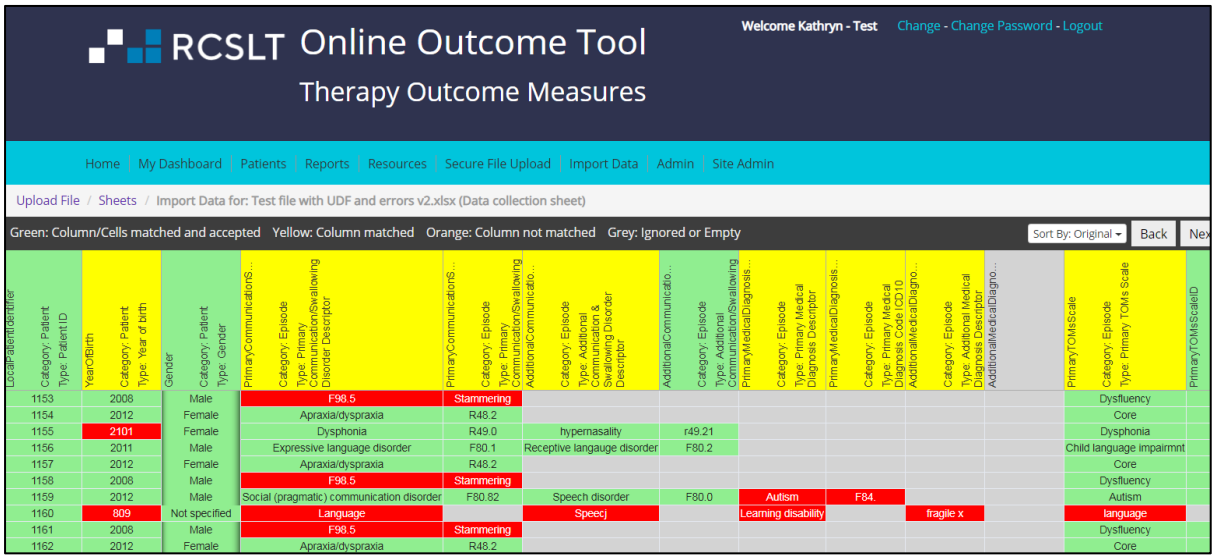


6b. Select the options from the drop-down boxes on the right hand side or type directly into the box. If you do not know the correct value, please select 'ignore':



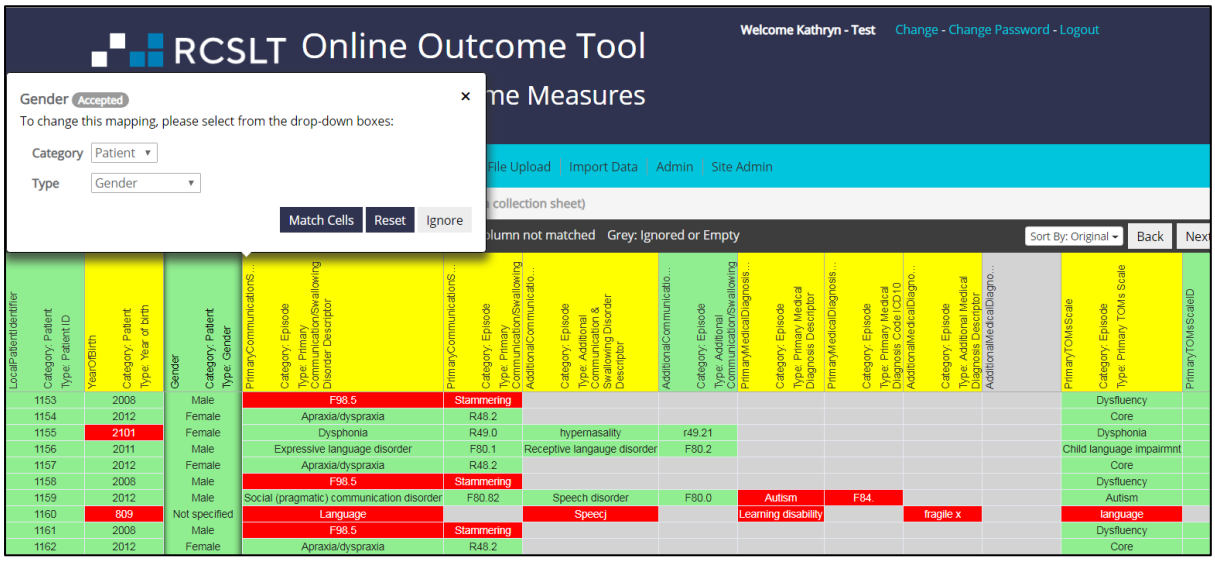
6c. Then click 'save'.

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



LocalPatientIdentifier	Category: Patient Type: Patient ID	YearOfBirth	Category: Patient Type: Year of birth	Gender	Category: Patient Type: Gender	PrimaryCommunicationS...	Category: Episode Type: Primary Communication/Swallowing Disorder Descriptor	PrimaryCommunicationS...	Category: Episode Type: Primary Communication/Swallowing	AdditionalCommunicatio...	Category: Episode Type: Additional Communication & Swallowing Disorder Descriptor	AdditionalCommunicatio...	Category: Episode Type: Additional Communication/Swallowing	PrimaryMedicalDiagnosis...	Category: Episode Type: Primary Medical Diagnosis Descriptor	PrimaryMedicalDiagnosis...	Category: Episode Type: Primary Medical Diagnosis Code ICD10	AdditionalMedicalDiagno...	Category: Episode Type: Additional Medical Diagnosis Descriptor	AdditionalMedicalDiagno...	PrimaryTOMsScale	Category: Episode Type: Primary TOMs Scale	PrimaryTOMsScaleID
1153		2008		Male		F98.5		Stammering													Dysfluency	
1154		2012		Female		Apraxia/dyspraxia		R48.2													Core	
1155		2101		Female		Dysphonia		R49.0		hypernasality		r49.21									Dysphonia	
1156		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.					Autism	
1160		809		Not specified		Language				Speecj				Learning disability				fragile x			language	
1161		2008		Male		F98.5		Stammering													Dysfluency	
1162		2012		Female		Apraxia/dyspraxia		R48.2													Core	

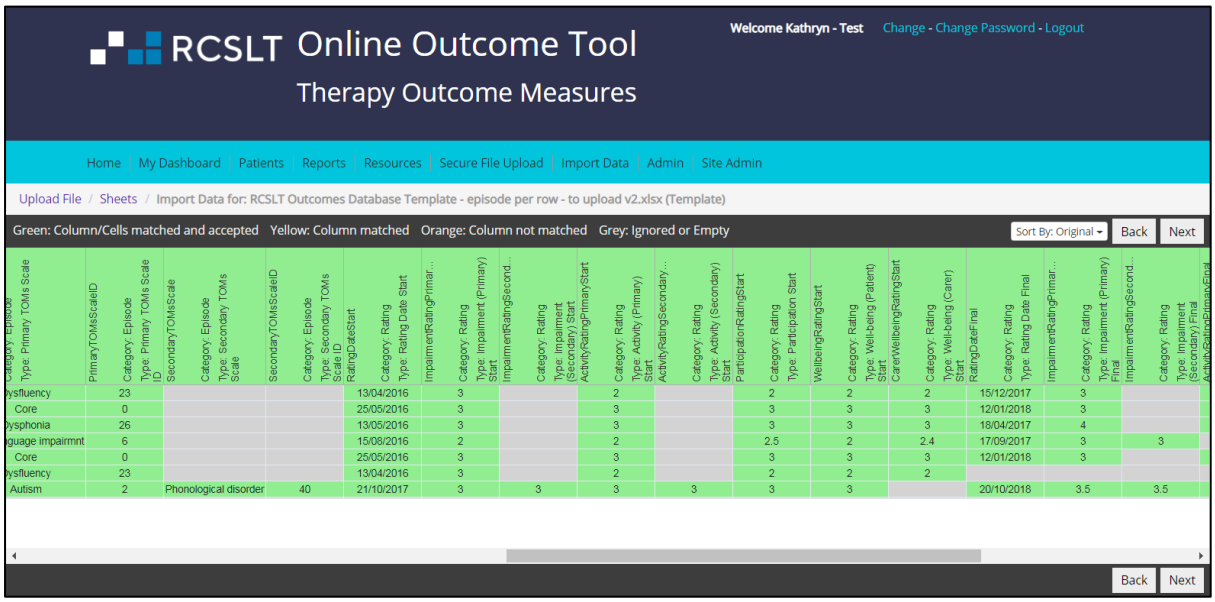
6e. If you need to make a change, click ‘reset’:



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’.



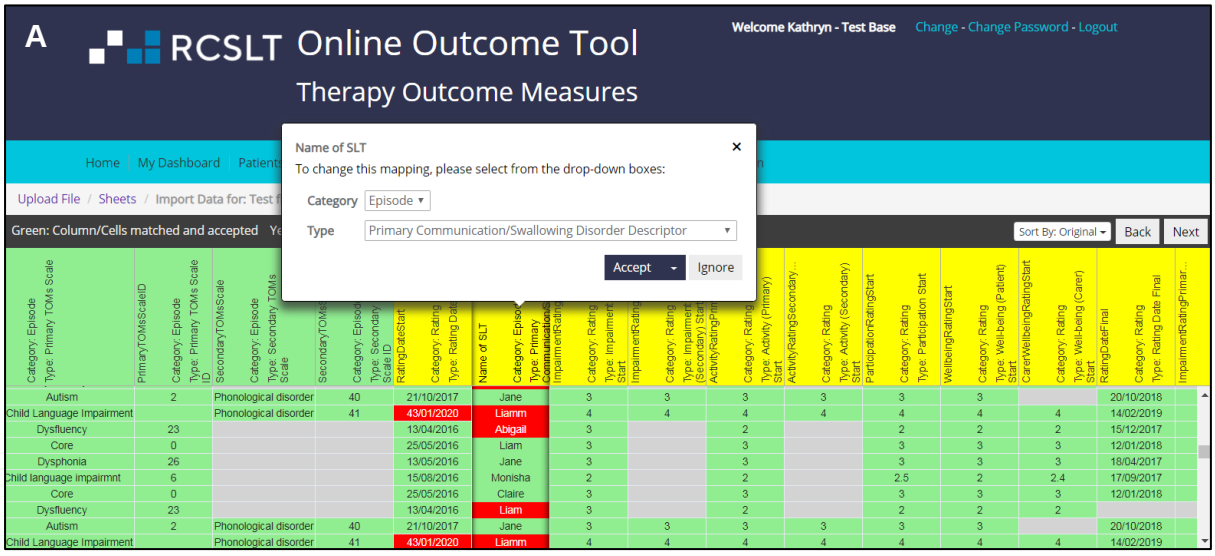
Steps seven and eight: User defined fields

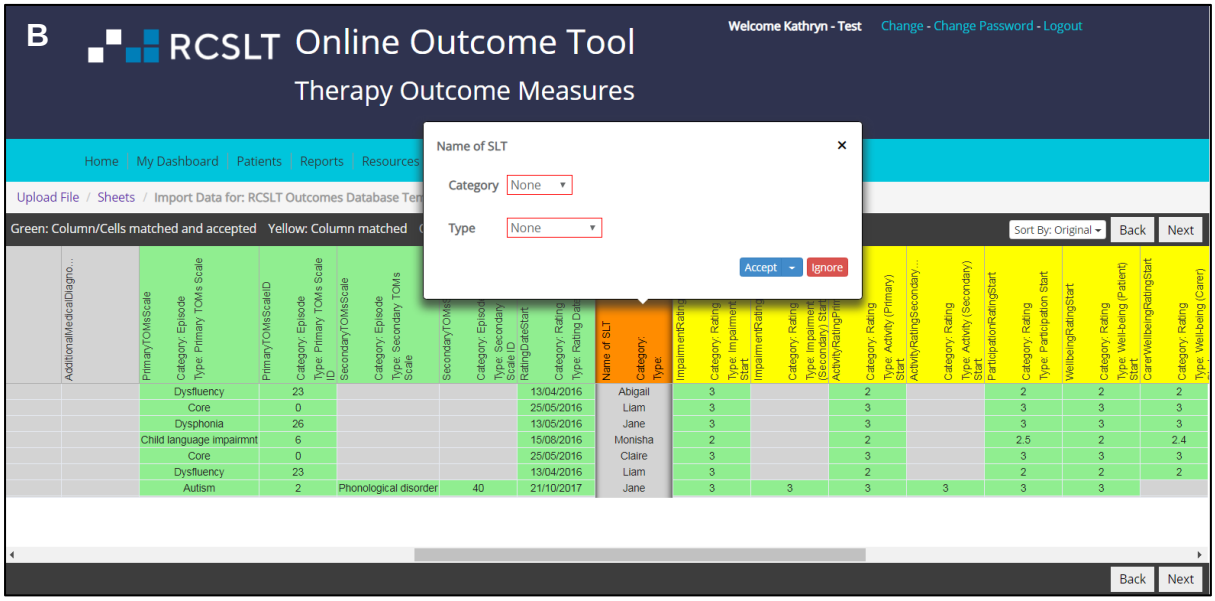
These steps are only relevant if your spreadsheet contains ‘user defined fields’, which are columns of data that are additional to the core fields of data collected by the ROOT. Otherwise, please turn to step 9.

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).

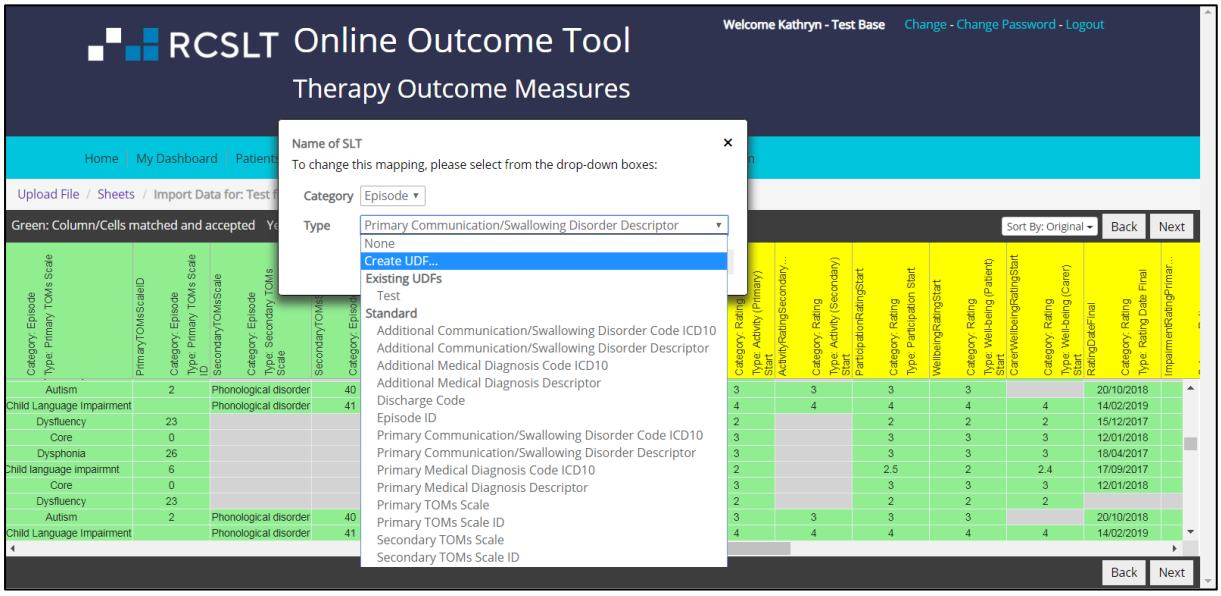




7b. You will need to create a ‘user defined’ field. Firstly, you will need to select the ‘category’ of the data:

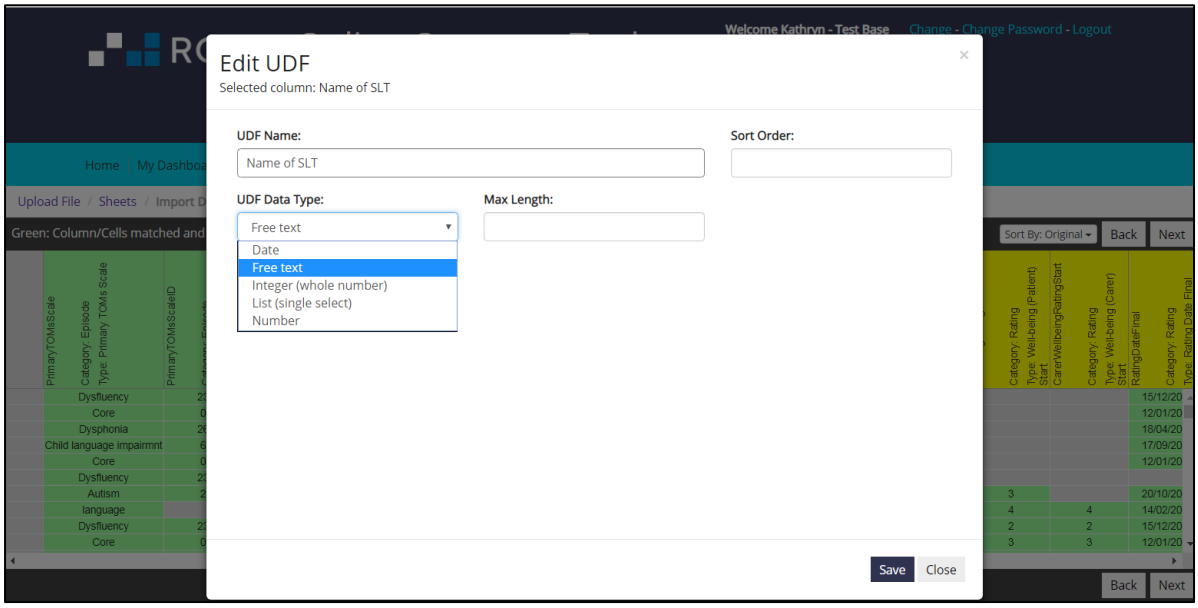
- Patient – this category is for information that is collected about a patient once only, and does not vary. For example, date of admission, patient ID.
- Episode – this category is for information that is collected about a specific episode of care. There will be one value per episode of care. Examples 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.

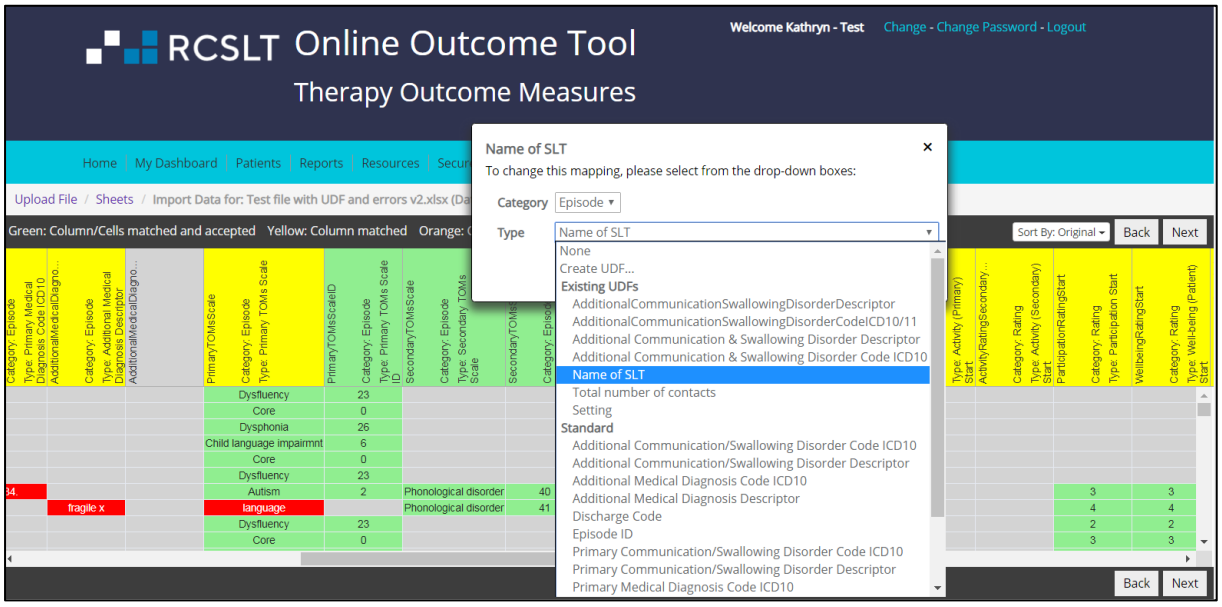
- Date – this type of field will always be in date format (i.e. DD/MM/YYYY)
- Free text – this type of field will allow text/narrative containing any characters
- Integer (whole number) – this type of field will always be a whole number
- List (single select) – this type of field will contain values 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)



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:

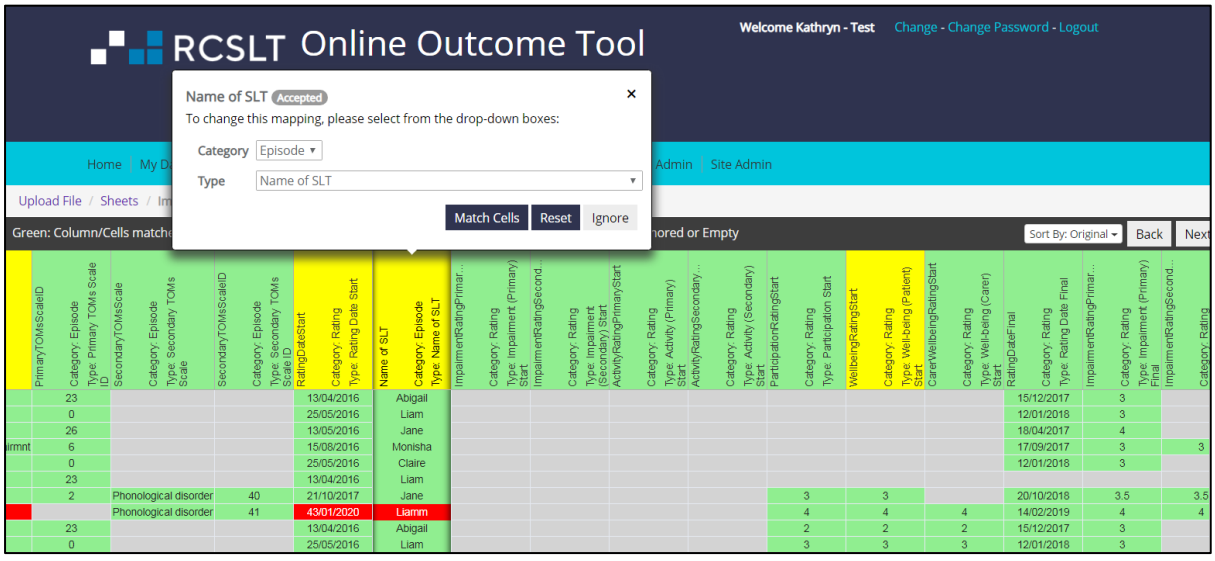


8b. If the column turns yellow, this means that there are values in the column that cannot be automatically mapped. For the following field types, follow the instructions in step 6 about mapping values:

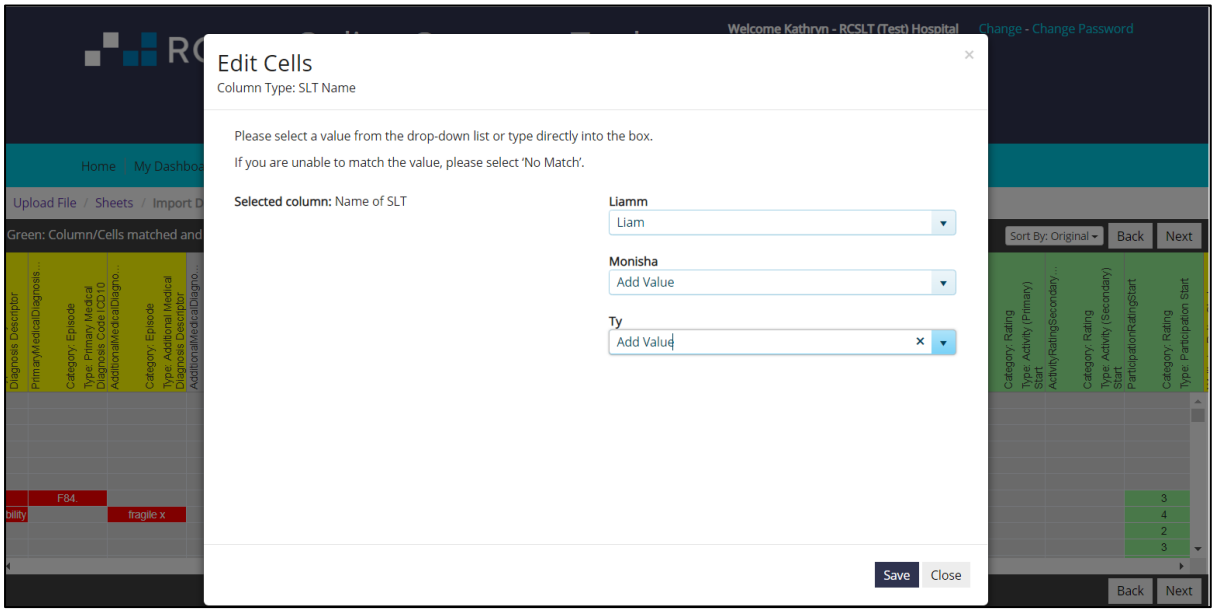
- Date
- Free text
- Integer (whole number)
- Number

For single select fields, please follow these steps:

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



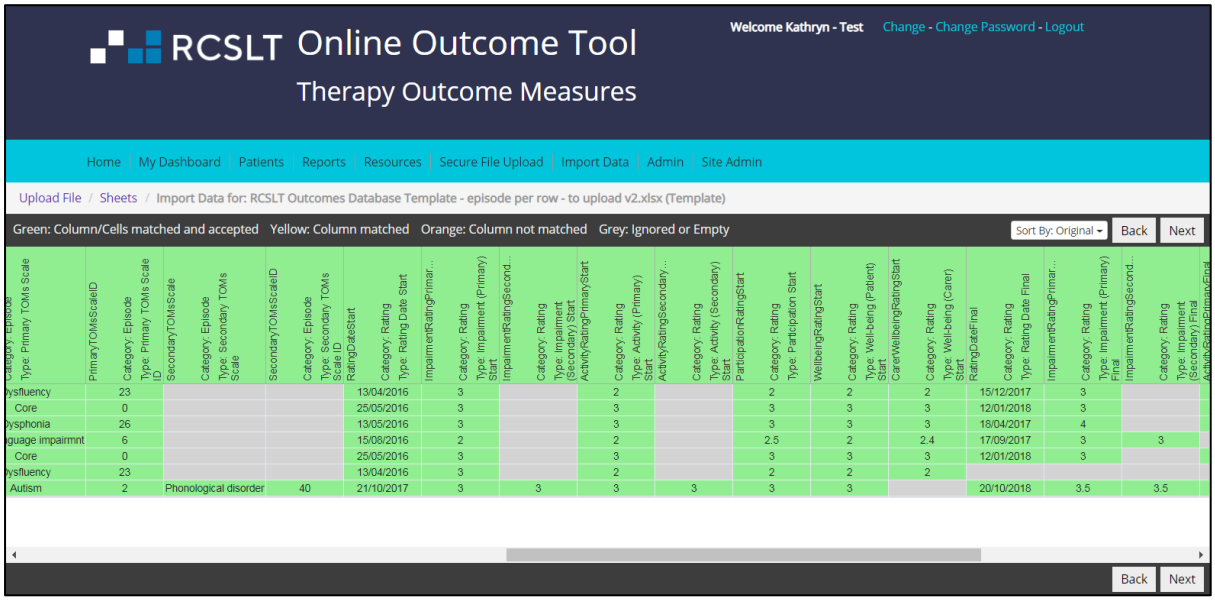
8d. You will be provided with the option of adding new values to the list, or mapping the cells to existing values:



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’.

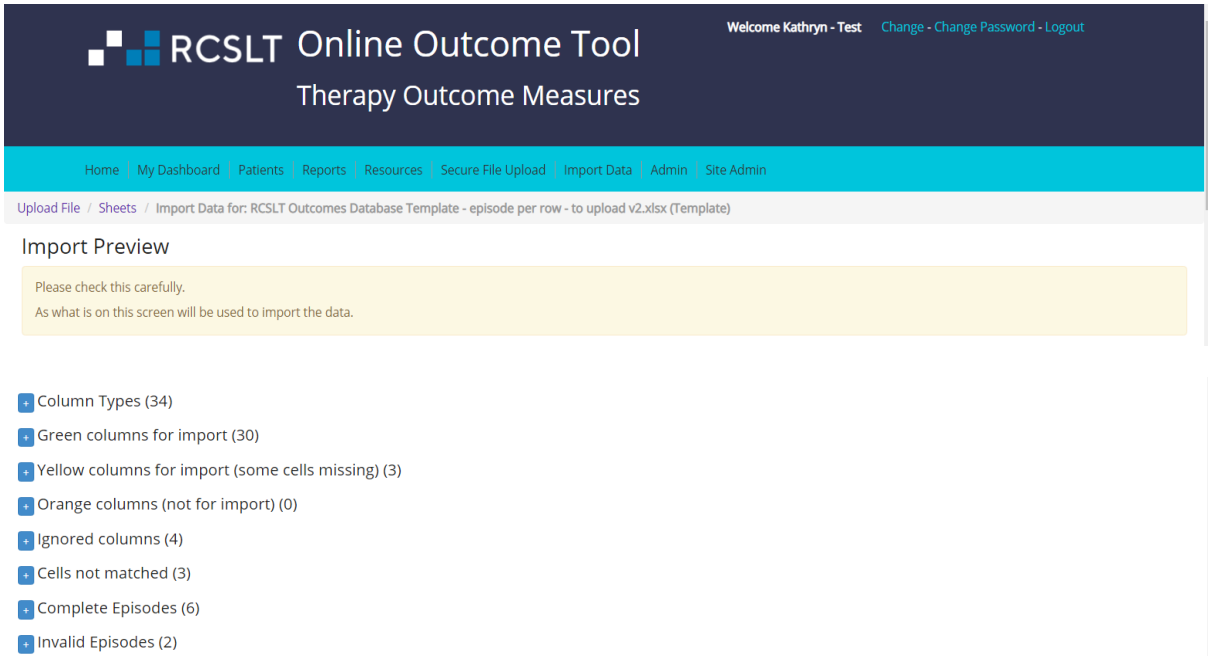


Category: Episode Type: Primary TOMs Scale	PrimaryTOMsScaleID	Category: Episode Type: Primary TOMs Scale ID	SecondaryTOMsScale	Category: Episode Type: Secondary TOMs Scale	SecondaryTOMsScaleID	Category: Episode Type: Secondary TOMs Scale ID	RatingDateStart	Category: Rating Type: Rating Date Start	ImpairmentRatingPrimar...	Category: Rating Type: Impairment (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 Type: Participation Start	WellbeingRatingStart	Category: Rating Type: Well-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
ysfluency	23						13/04/2016	3		2						2	2		2			15/12/2017	3			
Core	0						25/05/2016	3		3						3	3		3			12/01/2018	3			
ysphonia	26						13/05/2016	3		3						3	3		3			18/04/2017	4			
guage impairmnt	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		40		21/10/2017	3	3	3		3		3		3	3					20/10/2018	3.5		3.5	

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.

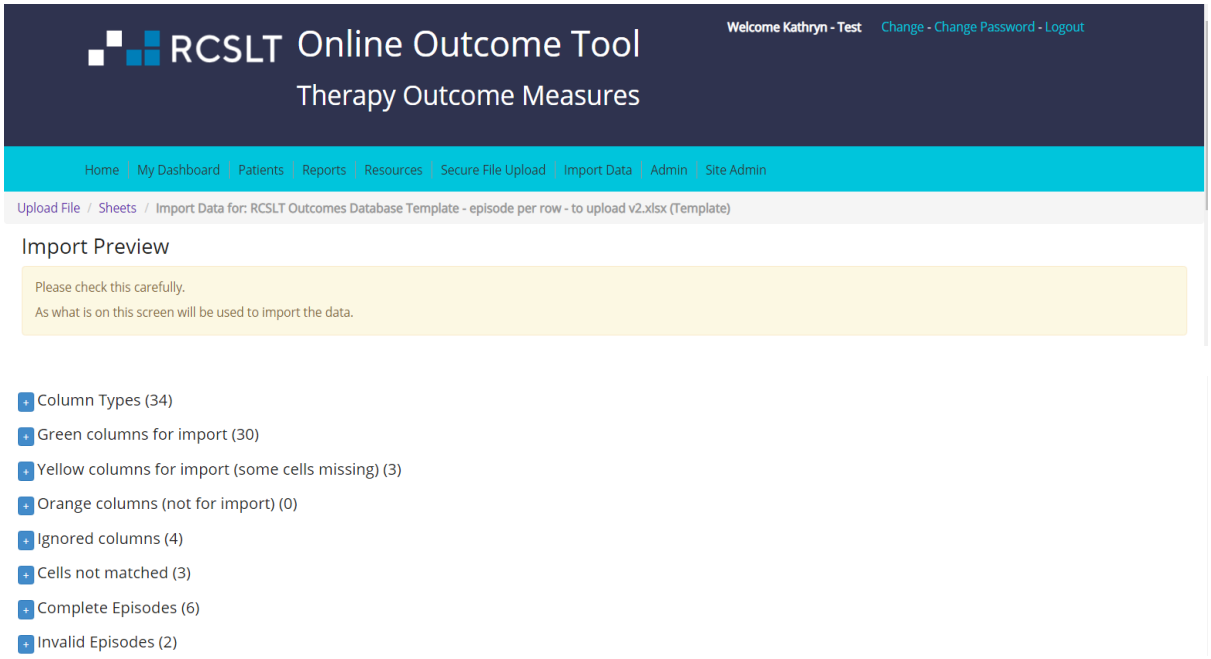
9c. Click on ‘column types’ to display a summary of the columns that have been mapped. The first step is to check that there are no errors.

Type	Column Name(s)
Patient ID	**1:** LocalPatientIdentifier
Year of birth	**1:** YearOfBirth
Gender	**1:** Gender
SLT Diagnosis	**1:** PrimaryCommunicationSwallowingDisorderDescriptor
SLT Diagnosis ICD10 Code	**1:** PrimaryCommunicationSwallowingDisorderCodeICD10/11
Primary Diagnosis	**1:** PrimaryMedicalDiagnosisDescriptor
Primary ICD10 Code	**1:** PrimaryMedicalDiagnosisCodeICD10/11
Secondary Diagnosis	**1:** AdditionalMedicalDiagnosisDescriptor
Secondary Diagnosis ICD10 Code	**1:** AdditionalMedicalDiagnosisCodeICD10/11
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:

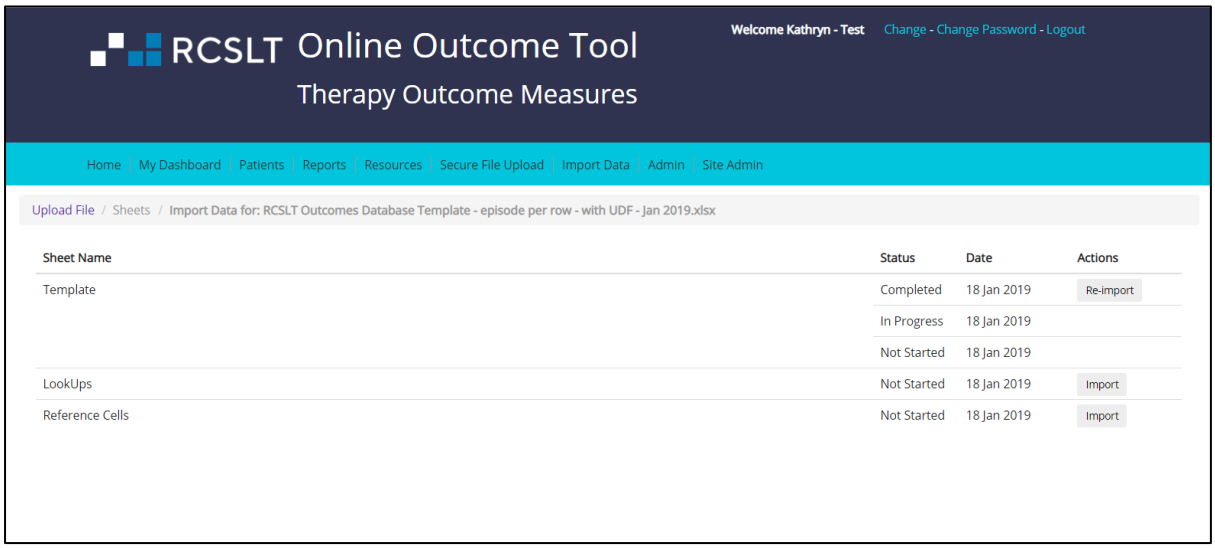
- Green columns for import - a summary of the columns for which all values can be imported
- Yellow columns for import (some cells missing) - columns that can be imported, but not all values will be imported
- Orange columns (not for import) - a list of columns that cannot be imported because they have 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.



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.



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

Category	Type	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 and Swallowing Disorder Descriptor/Code**	The descriptor and/or ICD-10 code for the patient's primary communication/swallowing disorder
	Additional Communication and Swallowing Disorder Descriptor(s)/Code(s)	The descriptor(s) and/or ICD-10 code(s) for any additional communication/swallowing disorder(s)
	Primary Medical Diagnosis Descriptor/Code	The descriptor and ICD-10 code for the primary medical diagnosis , where relevant
	Additional Medical Diagnosis Descriptor(s)/Code(s)	The descriptor(s) and ICD-10 code(s) for any additional medical diagnoses, where relevant
	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 Code/Description	Free text description of the reason for the end of the episode/discharge (e.g. therapy complete, did not attend)
Rating	**Rating Date – start of episode**	The date the first TOMS rating was made
	Rating Date – end of episode	The date the final TOMS rating was made
	Impairment Score (Primary) – start of episode[2]	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

[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	Type	Description
	Impairment Score (Primary) – end of episode	normal end of the scale) Any TOMs domains where a TOMs score is not applicable should be left blank (null).
	Impairment Score (Secondary) – start of episode	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) – end of episode	
	Activity Score (Primary) – start of episode	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 applicable should be left blank (null).
	Activity Score (Primary) – end of episode	
	Activity Score (Secondary) – start of episode	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 applicable should be left blank (null).
	Activity Score (Secondary) – end of episode	
	Participation Score – start of episode	Numerical value for the TOMs score for the participation 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).
	Participation Score – end of episode	
	Wellbeing Score – start of episode	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).
	Wellbeing Score – end of episode	
	Carer Wellbeing Score – start of episode	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, 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 Wellbeing Score – end of episode	
User Defined Fields	These are data items that are deemed useful, and created by participating services. They are only available to the service that created them. They may be used to increase the value of the data to the local service by ensuring the data better matches local structures, practices and reporting requirements. 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	Type	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 Swallowing Disorder Descriptor/Code	The descriptor and/or ICD-10 code for the patient's primary communication/swallowing disorder
	Additional Communication and Swallowing Disorder Descriptor(s)/Code(s)	The descriptor(s) and/or ICD-10 code(s) for any additional communication/swallowing disorder(s)
	Primary Medical Diagnosis Descriptor/Code	The descriptor and ICD-10 code for the primary medical diagnosis, where relevant
	Medical Diagnosis Descriptor(s)/Code(s)	The descriptor(s) and ICD-10 code(s) for any additional medical diagnoses, were
	Primary 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**
	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 Code/Description	Free text description of the reason for the end of the episode/discharge (e.g. therapy complete, did not attend)
Rating	**Rating Type**	S = Admission/Initial Assessment/First Rating/Start of Episode

Category	Type	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 TOMs domains where a TOMs score is not applicable should be left blank (null).
	Activity Score (Primary)	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 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 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, 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).
	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, 5 (Zero is the severe / profound 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	Type	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 deemed useful, and created by participating services. They are only available to the service that created them. They may be used to increase the value of the data to the local service by ensuring the data better matches local structures, practices and reporting requirements. As these fields are under the control of the local service, their own organisation's information governance frameworks must be adhered to.	

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

Category	Type	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 Swallowing Disorder Descriptor/Code	The descriptor and/or ICD-10 code for the patient's primary communication/swallowing disorder
	Additional Communication and Swallowing Disorder Descriptor(s)/Code(s)	The descriptor(s) and/or ICD-10 code(s) for any additional communication/swallowing disorder(s)
	Primary Medical Diagnosis Descriptor/Code	The descriptor(s) and ICD-10 code(s) for any primary medical diagnosis, where relevant
	Additional Medical Diagnosis Descriptor(s)/Code(s)	The descriptor(s) and ICD-10 code(s) for any 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 – 0**
	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 Code/Description	Free text description of the reason for the end of the episode/discharge (e.g. therapy complete, did not attend)
Rating	***Rating ID***	A rating identifier can take any alpha numeric form. For the purposes of TOMs, a rating is a single set of scores collected across the domains of TOMs at a single point in time and will contain scores for: Impairment (primary/secondary) Activity (primary/secondary) Participation Wellbeing Carer Wellbeing – optional
	Rating Type	S = Admission/Initial Assessment/First Rating/Start

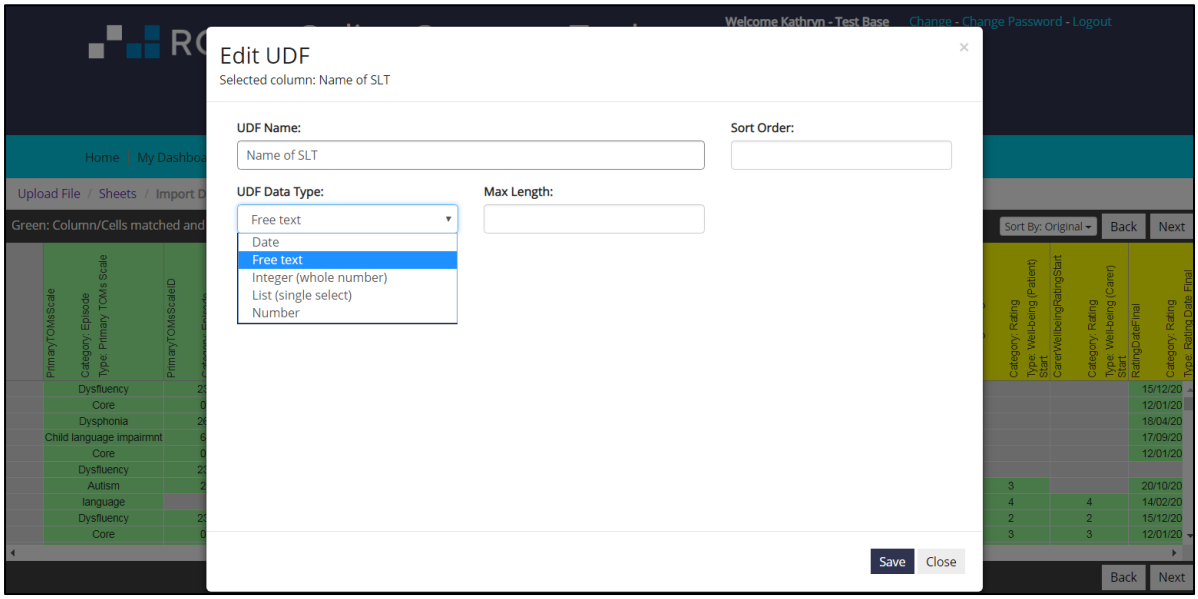
Category	Type	Description
		of Episode I = Interim/On-Going (optional) F= End of Episode/Final Rating/Discharge
	Rating Date	The date the TOMs ratings was made
	TOMs Domain[4]	The domain of the TOMs being scored: Impairment (Primary) Impairment (Secondary) – optional Activity (Primary) Activity (Secondary) – 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 Defined Fields	These are data items that are deemed useful, and created by participating services. They are only available to the service that created them. They may be used to increase the value of the data to the local service by ensuring the data better matches local structures, practices and reporting requirements. As these fields are under the control of the local service, their own organisation's information 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).

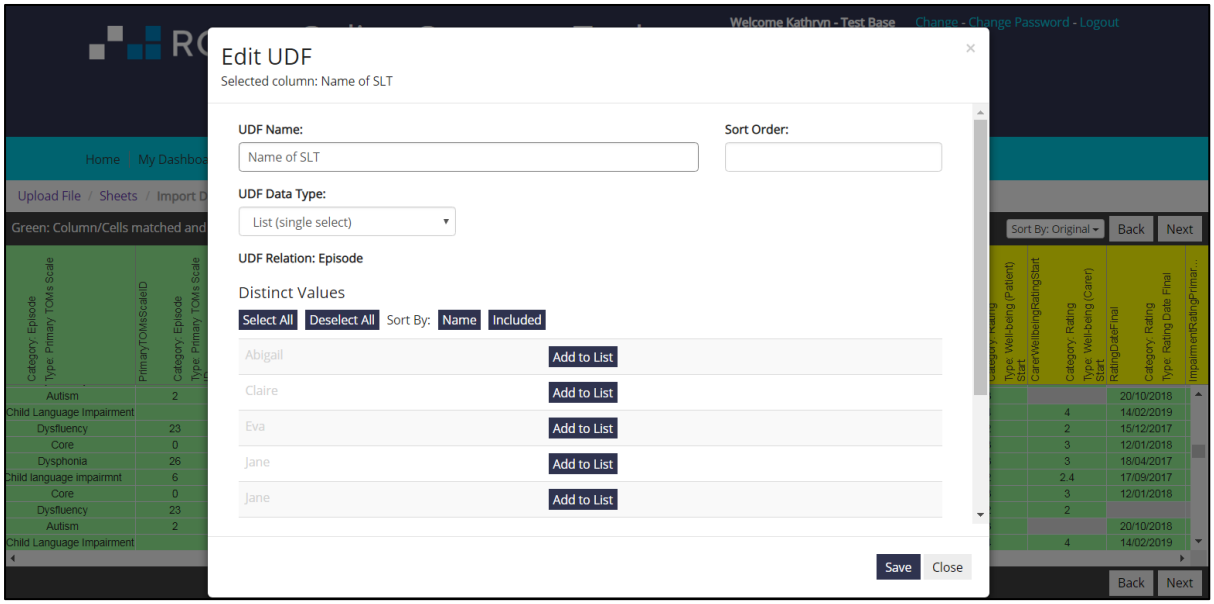
Annex 4: Setting up user defined fields – examples

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

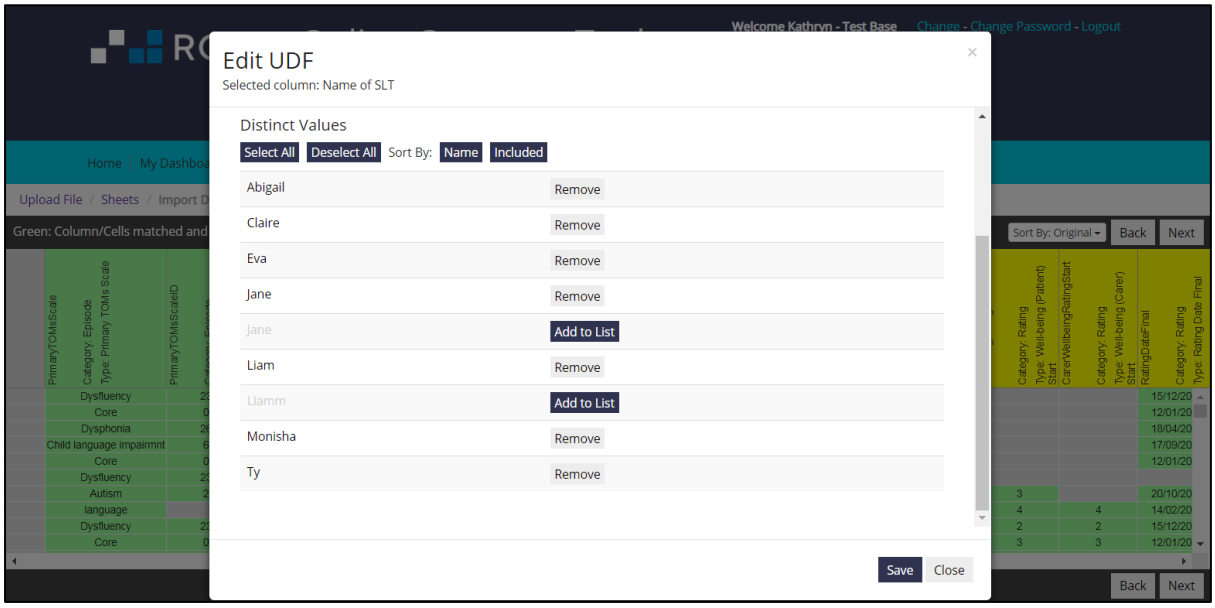
7.1.a. Check that the user defined field is correctly named, and select the type as 'single select':



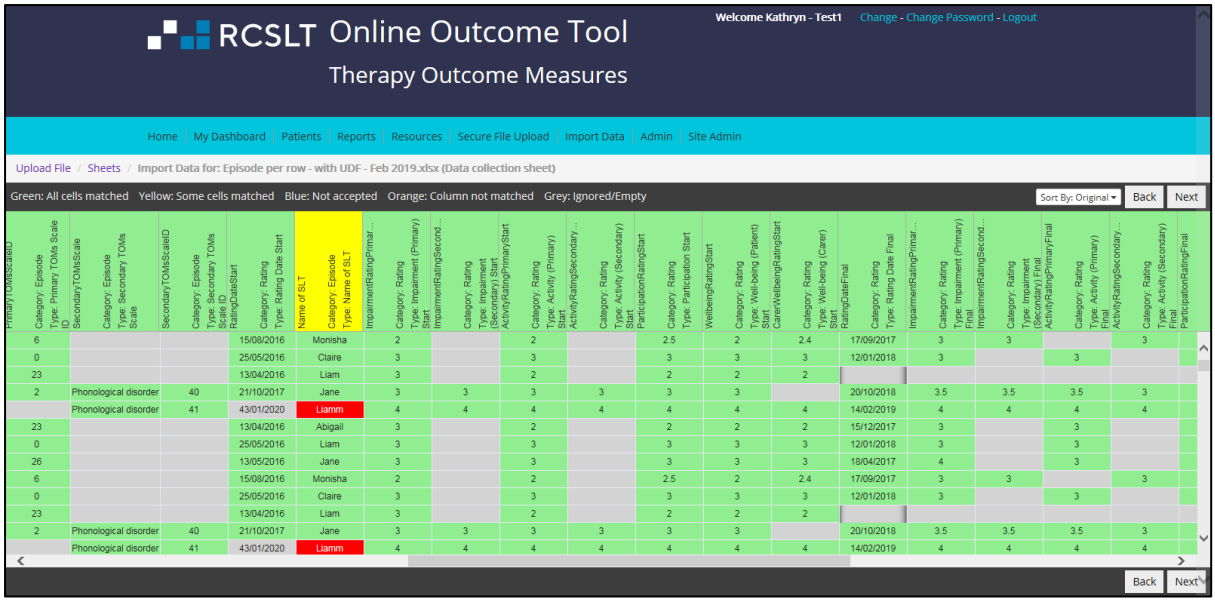
7.1.b. The ROOT will detect the values in the column and ask you to confirm which values are 'allowed'. To add 'allowed' values, click 'select all' or 'add to list' against the relevant values.



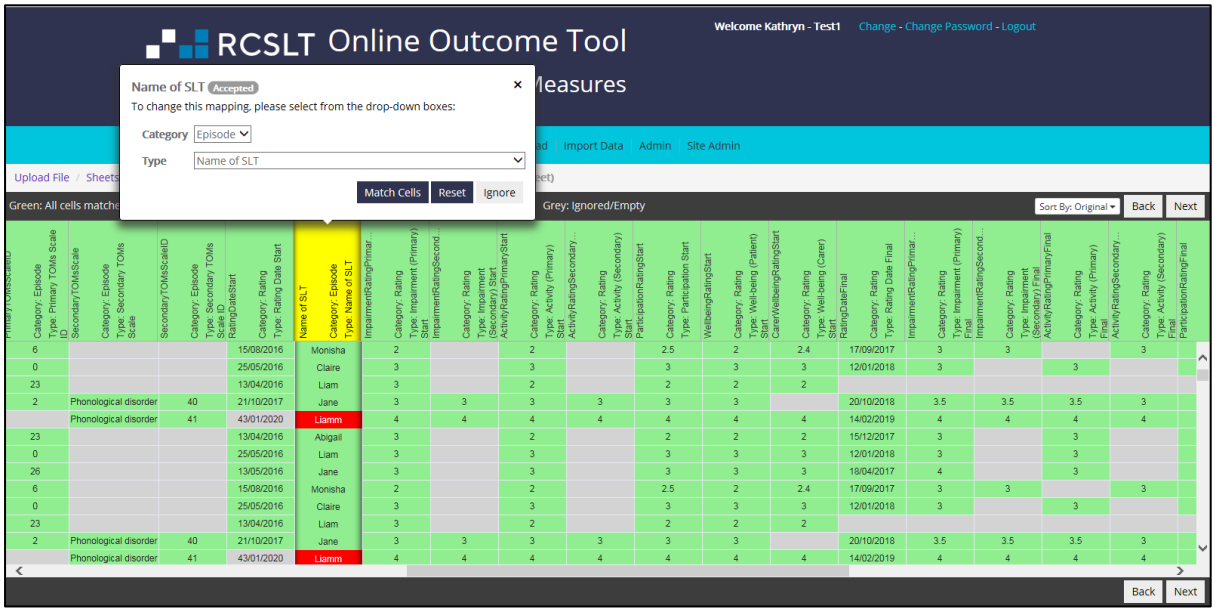
7.1.c. You may not add all values to the list, for example, if there are instances of the value spelled incorrectly, or duplicate values with minor differences. When you have added all of the allowed values to the list, click 'save'.



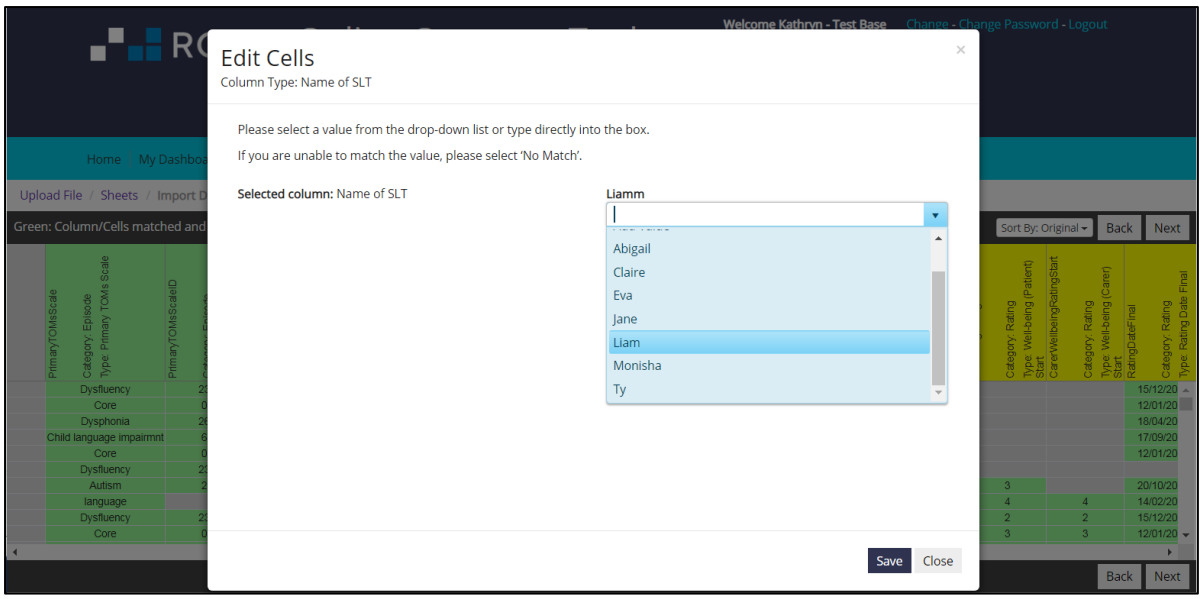
7.1.d. If the column heading remains yellow, it will be because there are erroneous or unmatched values in the column:

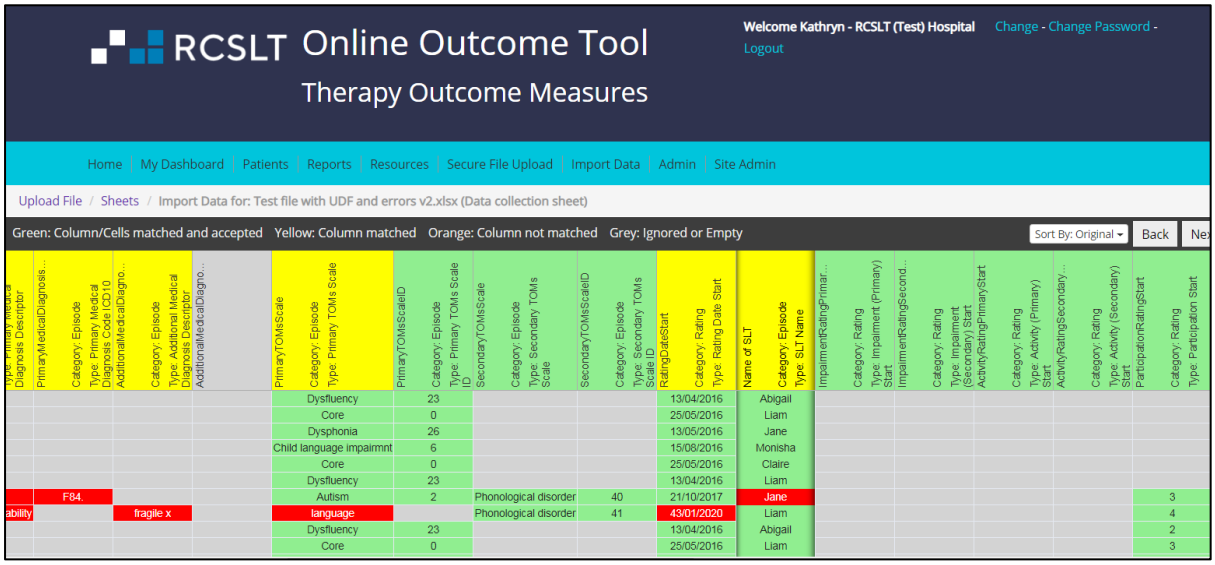


7.1.e. Click the column heading again and click Match Cells:



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’.

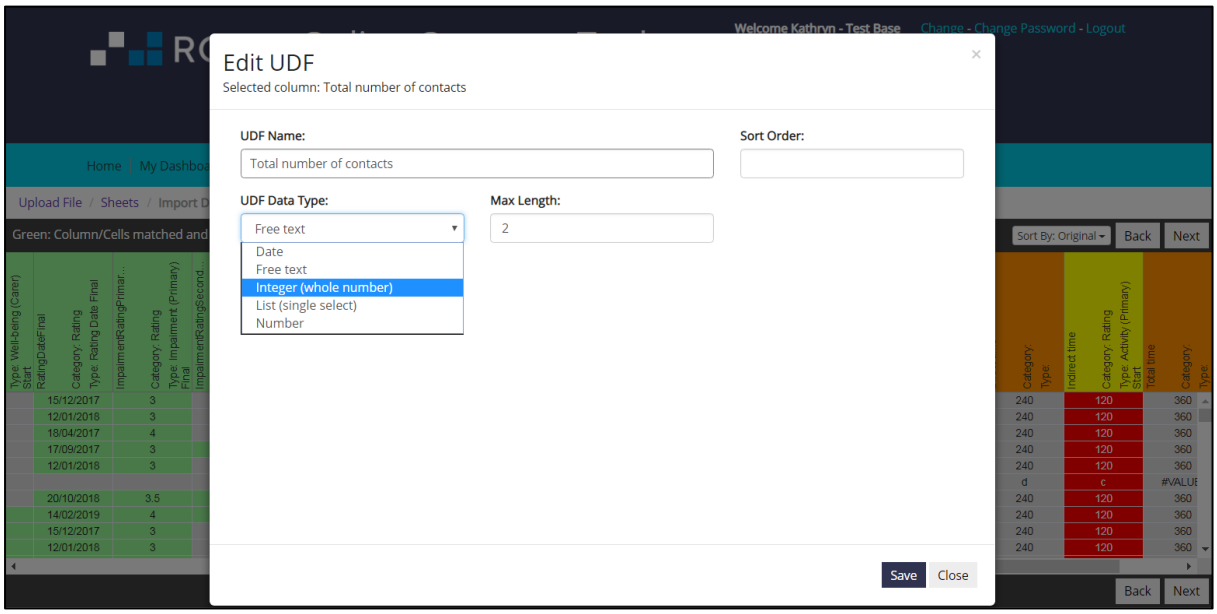




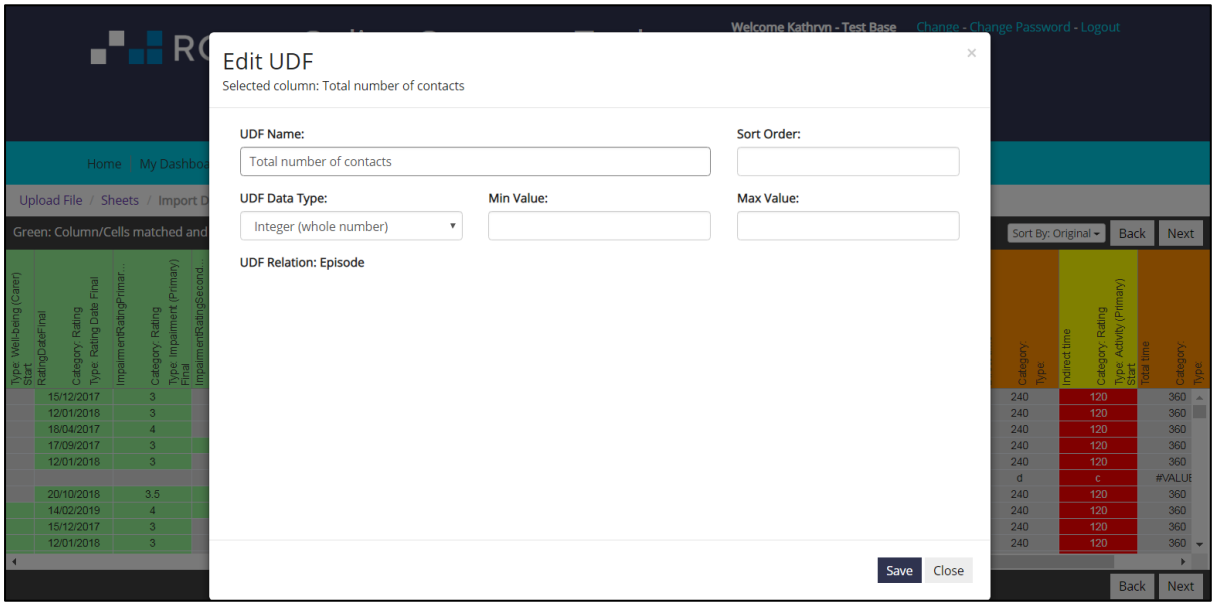
7.1.g. The column heading will turn ‘green’ if all values have been matched or ‘ignored’.

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’.

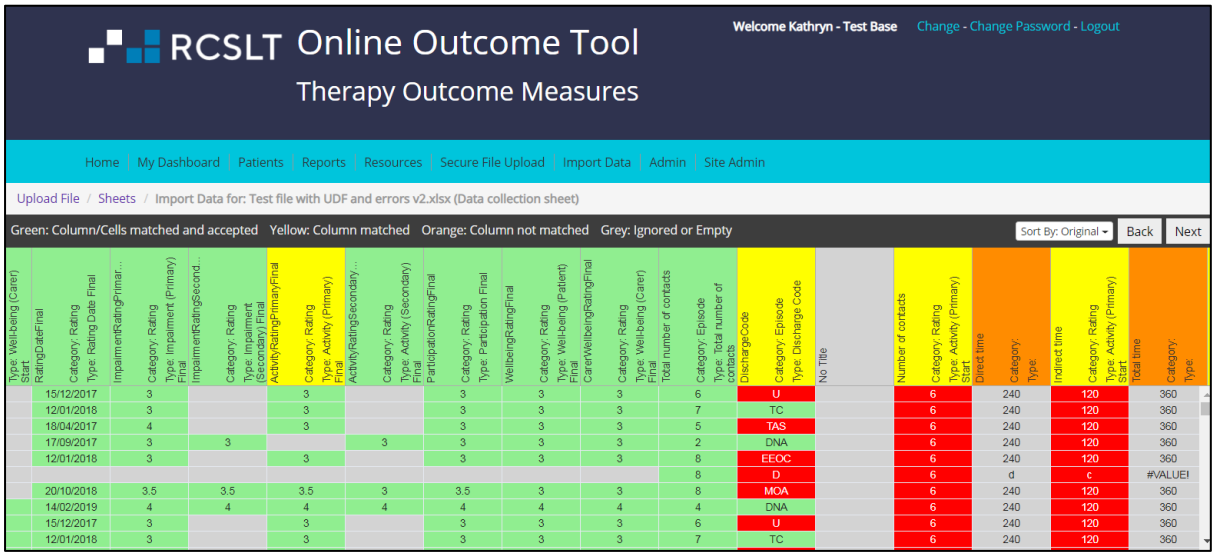


7.2.b. If needed, you can select a minimum and maximum value:

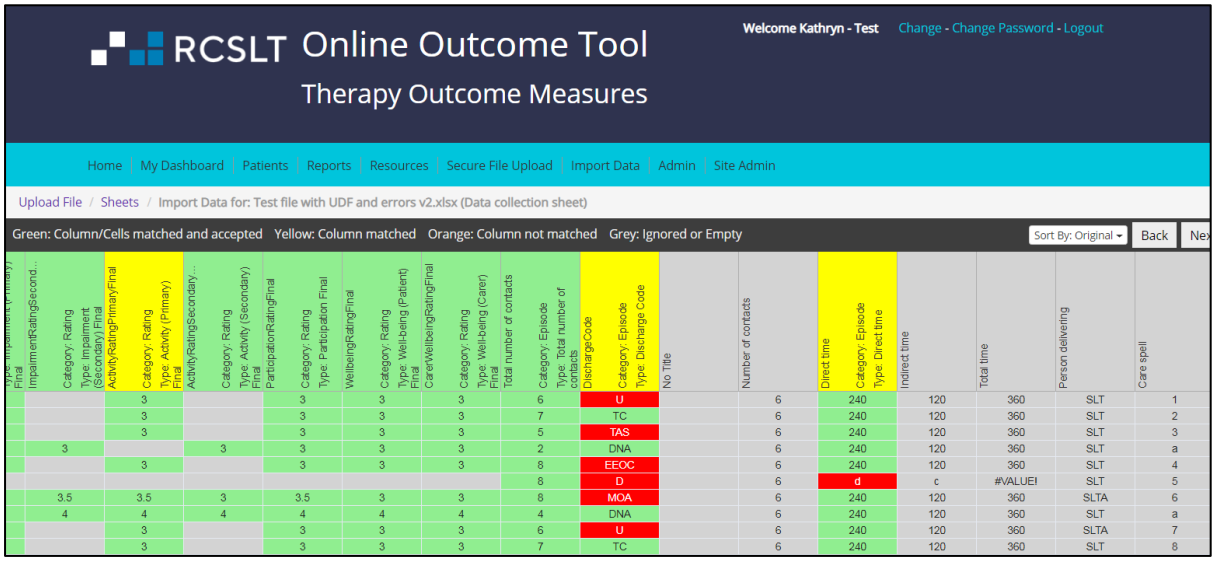
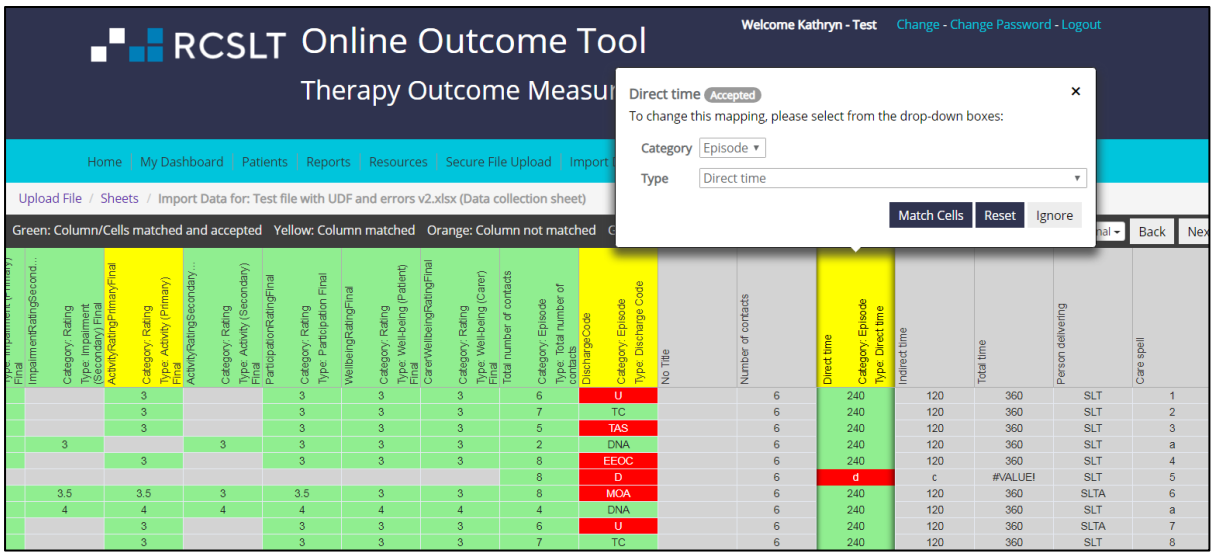


7.2.c. Click ‘save’.

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



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



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