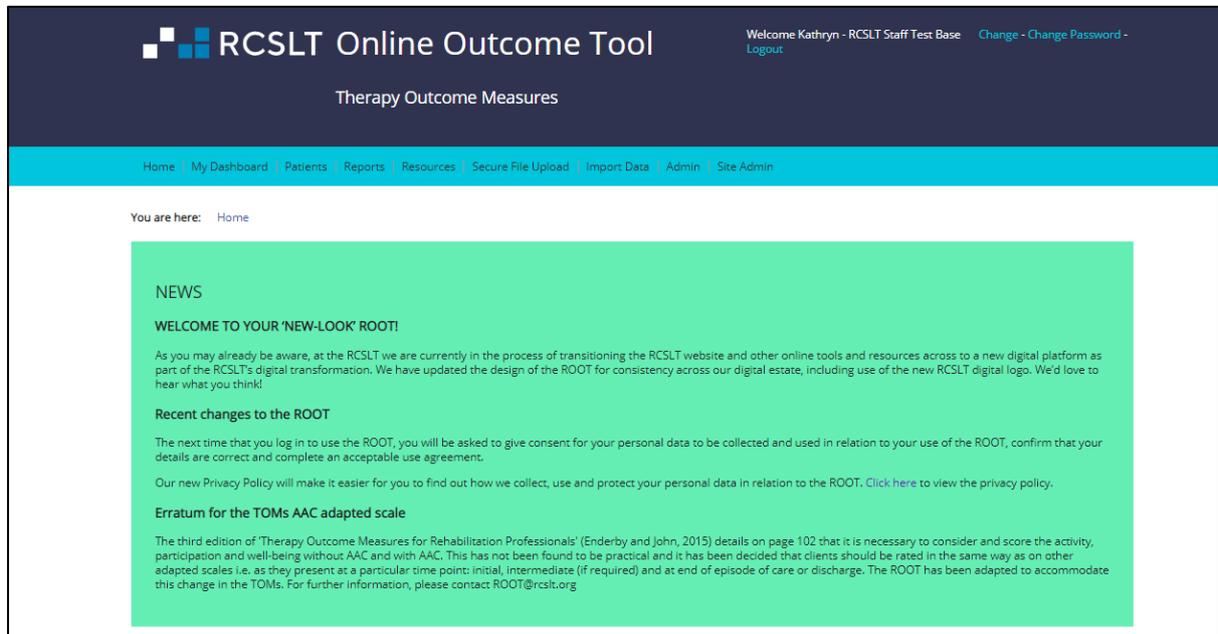


## Using the new import process – draft guidance

### Step one: Upload the file to the ROOT

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



The screenshot shows the RCSLT Online Outcome Tool interface. The header includes the logo and navigation links: Home, My Dashboard, Patients, Reports, Resources, Secure File Upload, Import Data, Admin, and Site Admin. The main content area features a green banner with the following text:

**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 website and other online tools and resources across to a new digital platform as part of the RCSLT's digital transformation. We have updated the design of the ROOT for consistency across our digital estate, including use of the new RCSLT digital logo. We'd love to hear what you think!

**Recent changes to the ROOT**

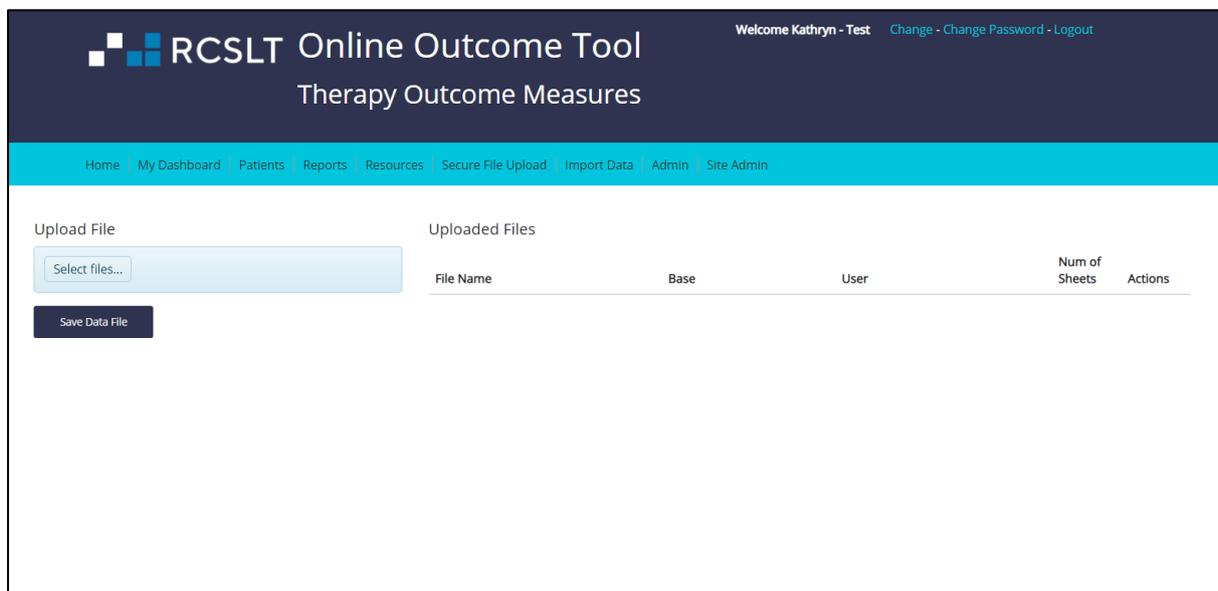
The next time that you log in to use the ROOT, you will be asked to give consent for your personal data to be collected and used in relation to your use of the ROOT, confirm that your details are correct and complete an acceptable use agreement.

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

**Erratum for the TOMs AAC adapted scale**

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

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



The screenshot shows the 'Import Data' page in the RCSLT Online Outcome Tool. The header includes the logo and navigation links: Home, My Dashboard, Patients, Reports, Resources, Secure File Upload, Import Data, Admin, and Site Admin. The main content area features the following elements:

**Upload File**

Select files...

Save Data File

**Uploaded Files**

File Name	Base	User	Num of Sheets	Actions
-----------	------	------	---------------	---------

1c. Click 'save data file'

The screenshot shows the RCSLT Online Outcome Tool interface. The header includes the logo and title 'RCSLT Online Outcome Tool Therapy Outcome Measures', along with user information 'Welcome Kathryn - Test' and links for 'Change - Change Password - Logout'. A navigation menu contains 'Home', 'My Dashboard', 'Patients', 'Reports', 'Resources', 'Secure File Upload', 'Import Data', 'Admin', and 'Site Admin'. The main content area is divided into two sections: 'Upload File' and 'Uploaded Files'. In the 'Upload File' section, a file named 'RCSLT Outcomes Database Template - epl...' (24.83 KB) is selected. Below the file list is a 'Save Data File' button.

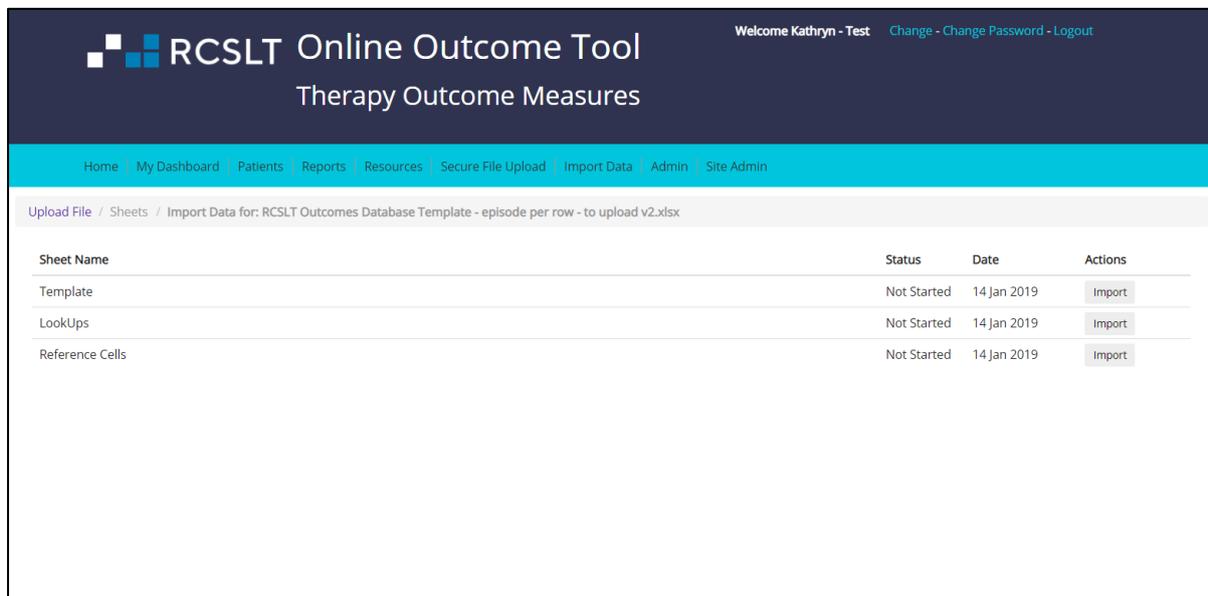
1d. Next to the file name on the right hand side, click 'import'

The screenshot shows the RCSLT Online Outcome Tool interface after the file has been uploaded. The 'Upload File' section remains on the left. The 'Uploaded Files' section now contains a table with the following data:

File Name	Base	User	Num of Sheets	Actions
RCSLT Outcomes Database Template - episode per row - to upload v2.xlsx	Test	kathryn.moyse@rcslt.org 14 January 2019	-	Import

# RCSLT Online Outcome Tool

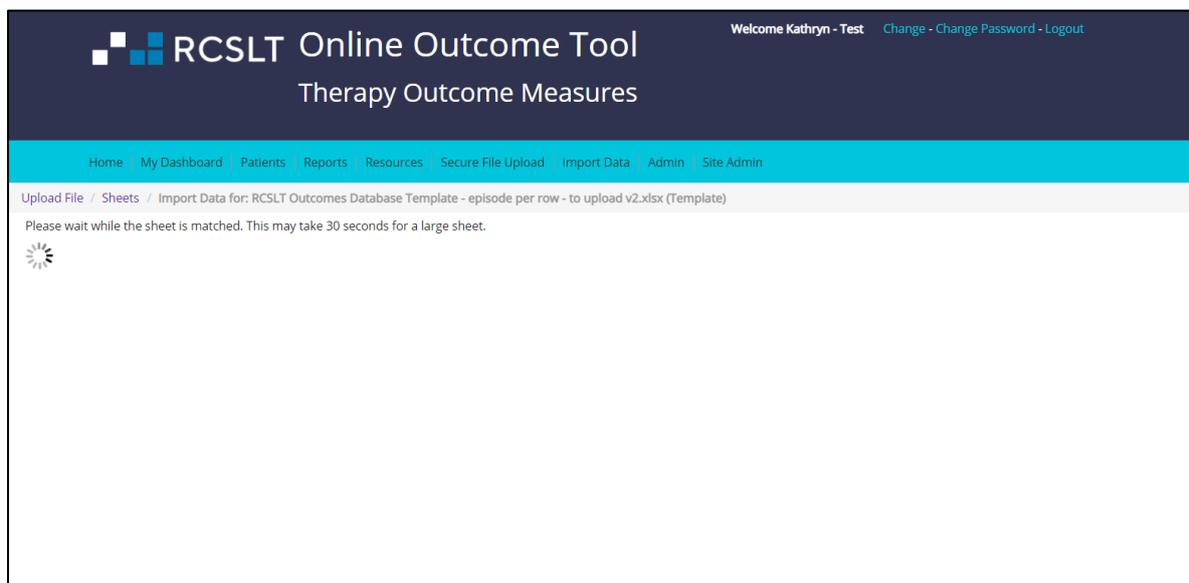
1e. The different sheets in the workbook will display on the screen. Please be aware that there may be hidden tabs in your workbook, which will also be listed. Select 'import' for the sheet that you wish to import first.



The screenshot shows the 'Therapy Outcome Measures' section of the RCSLT Online Outcome Tool. The user is logged in as Kathryn - Test. The breadcrumb trail is: Upload File / Sheets / Import Data for: RCSLT Outcomes Database Template - episode per row - to upload v2.xlsx. A table lists the sheets available for import:

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:



The screenshot shows the same interface as above, but the breadcrumb trail is updated to: Upload File / Sheets / Import Data for: RCSLT Outcomes Database Template - episode per row - to upload v2.xlsx (Template). Below the breadcrumb, a message reads: 'Please wait while the sheet is matched. This may take 30 seconds for a large sheet.' A loading spinner icon is displayed below the message.

## 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'.

The screenshot shows the RCSLT Online Outcome Tool interface. At the top, it says "RCSLT Online Outcome Tool" and "Therapy Outcome Measures". Below this is a navigation bar with links: Home, My Dashboard, Patients, Reports, Resources, Secure File Upload, Import Data, Admin, Site Admin. The main content area shows a message: "We think we have selected the row containing the heading. Please check this is correct and then click the next button." Below this message is a table with the following data:

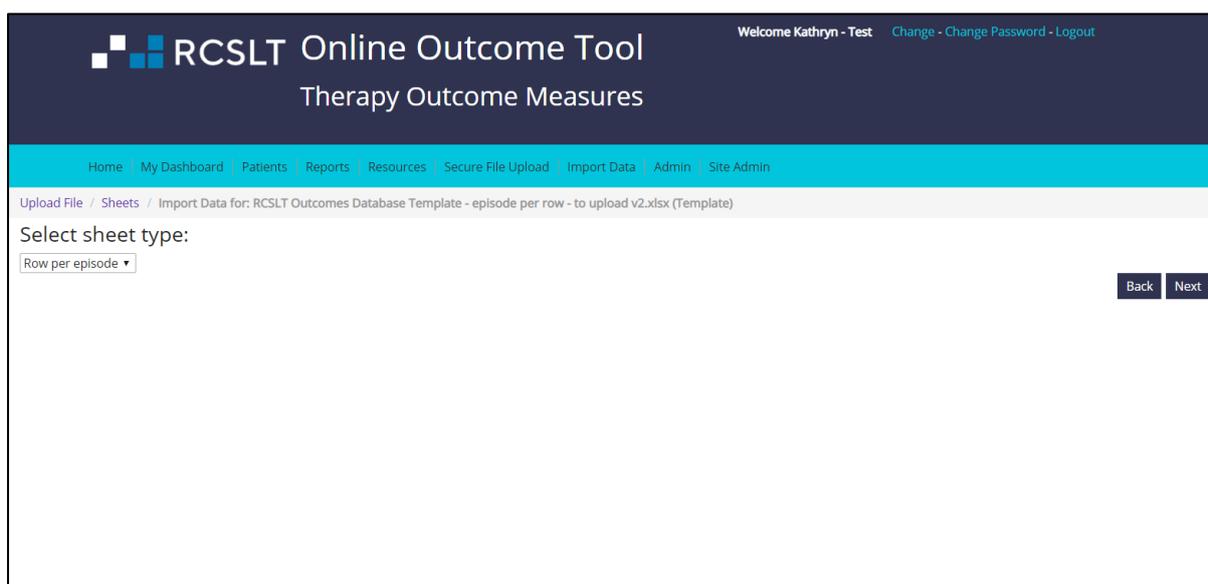
LocalPatientIdentifier	YearOfBirth	Gender	PrimaryCommunicationSwallowingDisorderDescriptor	PrimaryCommunicationSwallowingDisorderCodeICD10/11	AdditionalCommunicationSwallowingDisorderDescriptor	AdditionalCommunicationSwallowingDisorderCode
KLM86735	2008	Male	F98.5	Stammering		
BHY69473	2012	Female	Apraxia/dyspraxia	R48.2		
BHH97545	2101	Female	Dysphonia	R49.0	hypermasality	r49.21
HTY80832	2011	Male	Expressive language disorder	F80.1	Receptive language disorder	F80.2
BHY69473	2012	Female	Apraxia/dyspraxia	R48.2		
PUM86735	2008	Male	F98.5	Stammering		
HJL893728	2012	Male	Social (pragmatic) communication disorder	F80.82	Speech disorder	F80.0

The first row of the table is highlighted in orange. At the bottom right of the interface, there is a "Next" button.

2b. Next, identify which type<sup>1</sup> 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](mailto:root@rcslt.org)



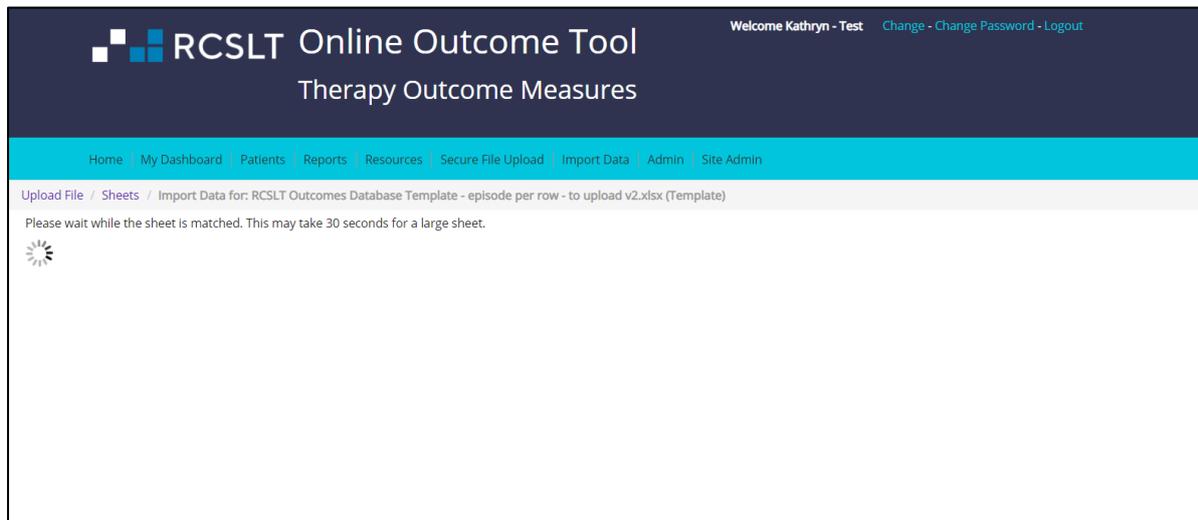
The screenshot shows the RCSLT Online Outcome Tool interface. The header includes the logo and title 'RCSLT Online Outcome Tool' and 'Therapy Outcome Measures'. The user is logged in as 'Kathryn - Test'. The navigation menu includes 'Home', 'My Dashboard', 'Patients', 'Reports', 'Resources', 'Secure File Upload', 'Import Data', 'Admin', and 'Site Admin'. The current page is 'Upload File / Sheets / Import Data for: RCSLT Outcomes Database Template - episode per row - to upload v2.xlsx (Template)'. The main content area has a heading 'Select sheet type:' and a dropdown menu with 'Row per episode' selected. There are 'Back' and 'Next' buttons on the right side.

<sup>1</sup> **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).

Category	Rating	Type	Date	Final	Primary	Secondary	Final	Rating	Participation	Well-being	Patient	Care	Well-being	Rating	Final	Total number of contacts	Category	Episode	DischargeCode	Category	Episode	Discharge Code	No Title	Number of contacts	Category	Episode	Direct time	Category	Episode	Indirect time	Category	Episode	Total time	Category	Episode	Person delivering	Category	Episode	Core spell	Category	Episode	Intervention	Category	Type
2017	3							3	3	3	3	3	3	3	6	8	U			6	240	120	360	SLT	1	A																		
2018	3							3	3	3	3	3	3	7	7	8	TC			6	240	120	360	SLT	2	B																		
2017	4							3	3	3	3	3	3	5	5	7	TAS			6	240	120	360	SLT	3	C																		
2017	3	3						3	3	3	3	3	3	2	2	8	DNA			6	240	120	360	SLT	a	D																		
2018	3							3	3	3	3	3	3	3	8	8	EEDC			6	240	120	360	SLT	4	A																		
																	D			6	240	120	360	SLT	5	B																		
2018	3.5	3.5						3	3.5	3	3	3	3	3	8	8	MOA			6	240	120	360	SLTA	6	C																		
2019	4	4						4	4	4	4	4	4	4	4	4	DNA			6	240	120	360	SLTA	a	D																		
2017	3							3	3	3	3	3	3	6	6	6	U			6	240	120	360	SLTA	7	A																		
2018	3							3	3	3	3	3	3	7	7	7	TC			6	240	120	360	SLT	8	B																		
2017	4							3	3	3	3	3	3	5	5	5	TAS			6	240	120	360	SLTA	9	C																		
2017	3	3						3	3	3	3	3	3	2	2	2	DNA			6	240	120	360	SLT	a	D																		
2018	3							3	3	3	3	3	3	3	8	8	EEDC			6	240	120	360	SLTA	10	A																		

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



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.

The screenshot shows the RCSLT Online Outcome Tool interface. At the top, it says "Welcome Kathryn - Test1" and "Change - Change Password - Logout". The main heading is "Therapy Outcome Measures". Below this, there are navigation tabs: "Home", "My Dashboard", "Patients", "Reports", "Resources", and "Security". A status bar indicates "Green: All cells matched", "Yellow: Some cells matched", "Blue: Not accepted", and "Orange: Column no...".

A dialog box titled "No Title" is open, with the text "To change this mapping, please select from the drop-down boxes:". It contains two dropdown menus: "Category" and "Type", both currently set to "None". There are "Reset" and "Ignore" buttons at the bottom of the dialog.

The background shows a data table with columns for various metrics and rows for different years (2017, 2018, 2019). The columns are color-coded: green for active data, grey for ignored columns, and orange for intervention columns. The table includes columns for "Impairment Rating", "Activity Rating", "Wellbeing Rating", "Discharge Codes", "Direct Time", "Indirect Time", "Total Time", "Person delivering", "Care spell", and "Intervention".

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



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).

The screenshot shows the RCSLT Online Outcome Tool interface. At the top, it says "Welcome Kathryn - Test" and "Change - Change Password - Logout". The main heading is "Therapy Outcome Measures". Below this is a navigation bar with "Home", "My Dashboard", "Patients", "Reports", "Resources", and "Secure File Upload". There is also a section for "Upload File / Sheets / Import Data for: RCSLT Outcomes Database Template - episode pa".

The main area displays a table with columns for patient information and diagnosis. A modal window titled "AdditionalCommunicationSwallowingDisorderDescriptor" is open over the table. The modal has two dropdown menus: "Category" and "Type", both currently set to "None". There are "Accept" and "Ignore" buttons at the bottom of the modal.

No Title	No Title	LocalPatientIdentifier Category: Patient Type: PatientID	YearOfBirth Category: Patient Type: Year of birth	Gender Category: Patient Type: Gender	PrimaryCommunications... Category: Episode Type: SLT Diagnosis	PrimaryCommuni... Category: Episode Type: SLT Diagn... Code	AdditionalComm... Category: Type	AdditionalComm... Category: Episode Type: Primary ICD	PrimaryMedicalD... Category: Episode Type: Primary Di...	PrimaryMedicalD... Category: Episode Type: Primary ICD 10 Code	AdditionalMedicalDiagno... Category: Episode Type: Primary ICD 10 Code	AdditionalMedicalDiagno... Category: Episode Type: Primary ICD 10 Code	PrimaryCOMScale
		KLM86735	2008	Male	F98.5	Stammering							
		BHY69473	2012	Female	Apraxia/dyspraxia	R48.2							
		BHH97545	2101	Female	Dysphonia	R49.0	hypersensitivity	r49.21					
		HTY80832	2011	Male	Expressive language disorder	F80.1	Receptive language disorder	F80.2					Ch
		BHY69473	2012	Female	Apraxia/dyspraxia	R48.2							
		PLM86735	2008	Male	F98.5	Stammering							
		HJL893728	2012	Male	Social (pragmatics) communication disorder	F80.82	Speech disorder	F80.0	Autism	F84			





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

The screenshot shows the RCSLT Online Outcome Tool interface. A dialog box titled 'Gender' is open, with 'Accepted' in a green box. It contains a 'Category' dropdown set to 'Patient' and a 'Type' dropdown set to 'Gender'. Below the dropdowns are buttons for 'Match Cells', 'Reset', and 'Ignore'. The background shows a table with columns for patient information and various outcome measures. Some cells are yellow, indicating they are not yet mapped, and some are grey, indicating they are ignored or empty. A legend at the bottom of the table explains the colors: Green: Column/Cells matched and accepted; Yellow: Column matched; Orange: Column not matched; Grey: Ignored or Empty.

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'.

The screenshot shows the RCSLT Online Outcome Tool interface after the mapping process is complete. The table is now mostly green, indicating that the columns and cells have been successfully mapped and accepted. The legend at the bottom of the table confirms this: Green: Column/Cells matched and accepted; Grey: Ignored or Empty. The table contains data for various outcome measures such as 'Dysfluency', 'Core', 'Dysphonia', 'Language impairment', 'Autism', and 'Phonological disorder', with columns for 'Rating Date Start', 'Rating Date End', and 'Rating'. The interface includes navigation buttons like 'Home', 'My Dashboard', 'Patients', 'Reports', 'Resources', 'Secure File Upload', 'Import Data', 'Admin', and 'Site Admin'. There are also buttons for 'Back' and 'Next' at the bottom right.

## 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).

**A**

RCSLT Online Outcome Tool  
Therapy Outcome Measures

Welcome Kathryn - Test Base [Change](#) - [Change Password](#) - [Logout](#)

Home My Dashboard Patients Reports Resources

Upload File / Sheets / Import Data for: Test Base

Green: Column/Cells matched and accepted Yellow: Column matched and not accepted

Name of SLT

To change this mapping, please select from the drop-down boxes:

Category: Episode

Type: Primary Communication/Swallowing Disorder Descriptor

Accept Ignore

Category: Episode Type: Primary TOMs Scale	Primary TOMs Scale ID	Category: Episode Type: Primary TOMs Scale	Secondary TOMs Scale ID	Category: Episode Type: Secondary TOMs Scale	Rating Date Start	Category: Rating Type: Rating Date	Name of SLT Category: Episode Type: Primary	Impairment Rating	Category: Rating Type: Impairment Start	Impairment Rating	Category: Rating Type: Impairment Start										
Autism	2	Phonological disorder	40	Phonological disorder	21/10/2017	Jane	3	3	3	3	3	3	3	3	3	3	3	3	3	3	20/10/2018
Child Language Impairment		Phonological disorder	41	Phonological disorder	13/04/2016	Liam	4	4	4	4	4	4	4	4	4	4	4	4	4	4	14/02/2019
Dysfluency	23				25/05/2016	Abigail	3														15/12/2017
Core	0				13/05/2016	Liam	3														12/01/2018
Dysphonia	26				15/08/2016	Jane	3														18/04/2017
Child language impairment	6				25/05/2016	Monisha	2							2.5							17/09/2017
Core	0				13/04/2016	Claire	3							3							12/01/2018
Dysfluency	23				21/10/2017	Liam	3							3							20/10/2018
Autism	2	Phonological disorder	40	Phonological disorder	13/04/2016	Jane	3	3	3	3	3	3	3	3	3	3	3	3	3	3	20/10/2018
Child Language Impairment		Phonological disorder	41	Phonological disorder	4/3/2020	Liam	4	4	4	4	4	4	4	4	4	4	4	4	4	4	14/02/2019

**B**

RCSLT Online Outcome Tool  
Therapy Outcome Measures

Welcome Kathryn - Test [Change](#) - [Change Password](#) - [Logout](#)

Home My Dashboard Patients Reports Resources

Upload File / Sheets / Import Data for: RCSLT Outcomes Database Test Base

Green: Column/Cells matched and accepted Yellow: Column matched and not accepted

Name of SLT

Category: None

Type: None

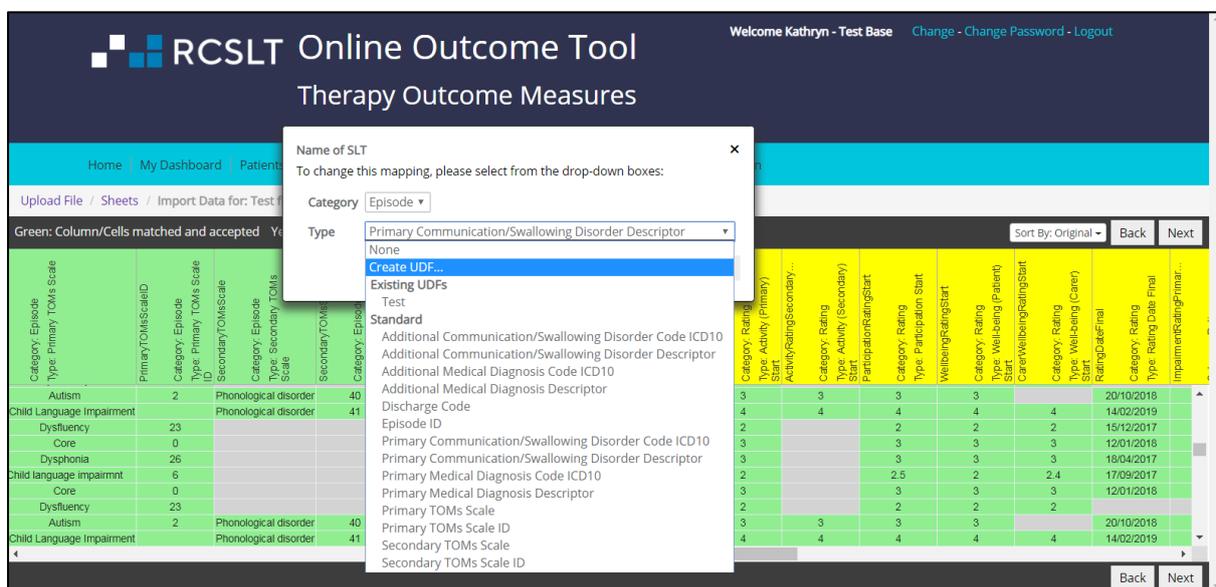
Accept Ignore

Additional Medical Diagnosis	Primary TOMs Scale	Category: Episode Type: Primary TOMs Scale	Secondary TOMs Scale ID	Category: Episode Type: Secondary TOMs Scale	Rating Date Start	Category: Rating Type: Rating Date	Name of SLT Category: Episode Type: Primary	Impairment Rating	Category: Rating Type: Impairment Start	Impairment Rating	Category: Rating Type: Impairment Start											
	Dysfluency	23			13/04/2016	Abigail	3															
	Core	0			25/05/2016	Liam	3															
	Dysphonia	26			13/05/2016	Jane	3															
	Child language impairment	6			15/08/2016	Monisha	2							2.5								2.4
	Core	0			25/05/2016	Claire	3							3								3
	Dysfluency	23			13/04/2016	Liam	3							2								2
	Autism	2	Phonological disorder	40	21/10/2017	Jane	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

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

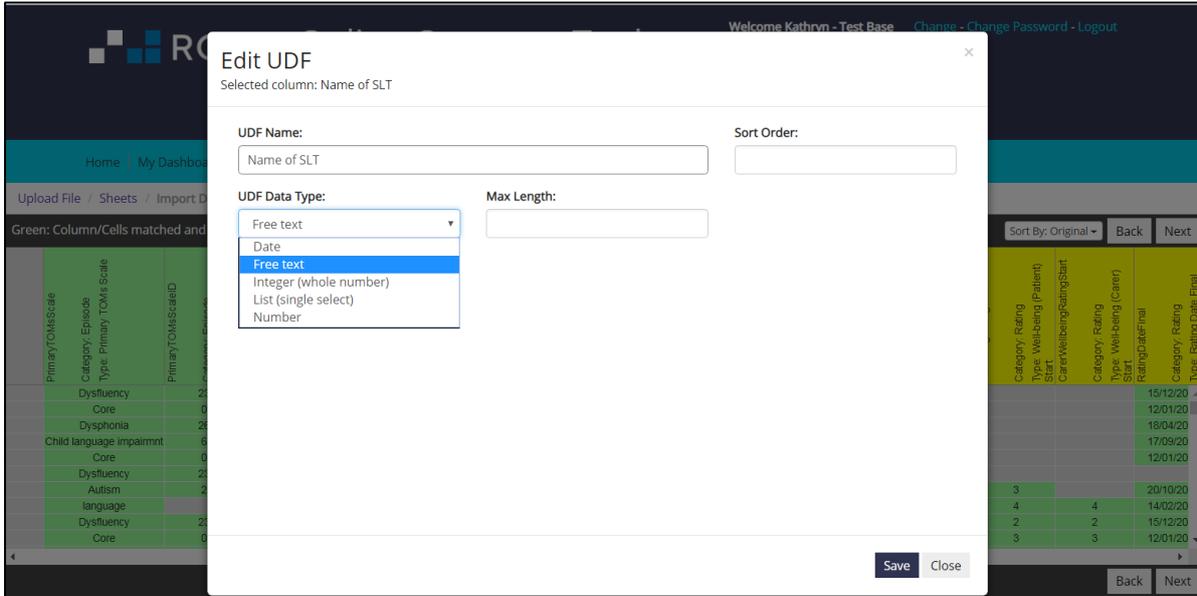
- Patient – this category is for information that is collected about a patient once only, and does not vary. For example, date of admission, patient ID.
- Episode – this category is for information that is collected about a specific episode of care. There will be one value per episode of care. Examples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

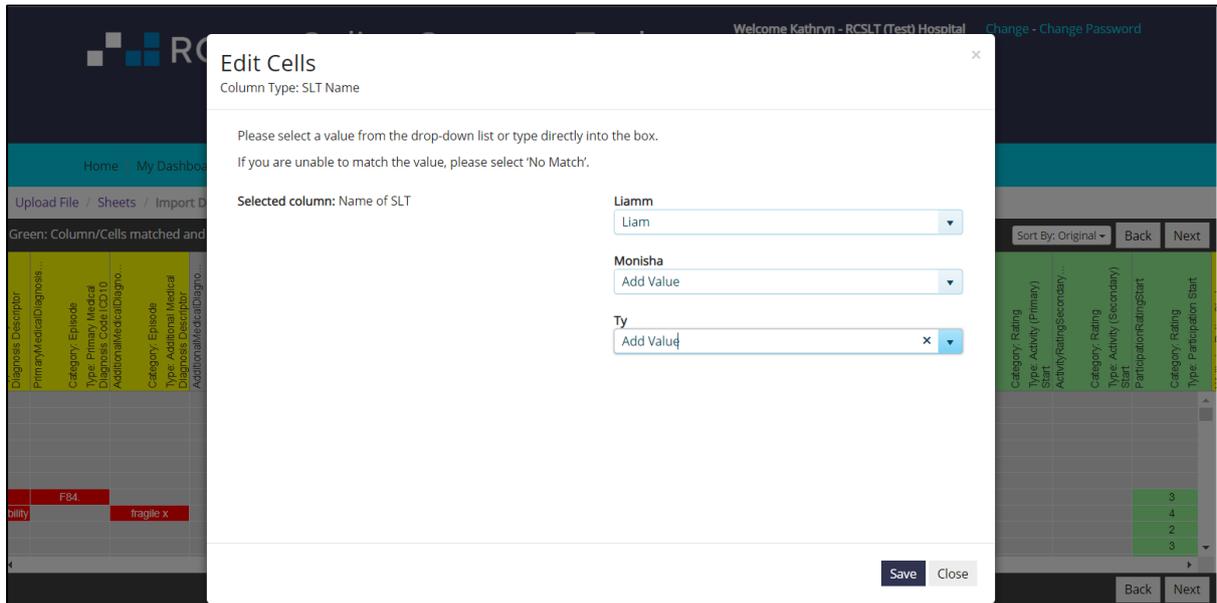
8b. If the column turns yellow, this means that there are values in the column that cannot be automatically mapped. For the following field types, follow the instructions in step 6 about mapping values:

- 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	Secondary TOMs Scale	Rating	Type	Rating Date	Start	End	Rating	Type	Rating Date	Start	End	Rating	Type	Rating Date	Start	End	Rating
Core	23	0			13/04/2016	3			2		15/12/2017	3							
Disphonia	26				13/05/2016	3			3		12/01/2018	3							
Language impairment	6				15/08/2016	2			2		17/09/2017	3	3						
Core	0				25/05/2016	3			3		12/01/2018	3							
Disfluency	23				13/04/2016	3			2		12/01/2018	3							
Autism	2	Phonological disorder	40		21/10/2017	3	3	3	3	3	20/10/2018	3.5	3.5						

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

**Import Preview**

Please check this carefully.  
As what is on this screen will be used to import the data.

- + Column Types (34)
- + 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)

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.

### Import Preview

Please check this carefully.  
As what is on this screen will be used to import the data.

- + Column Types (34)
- + 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.

The screenshot shows the RCSLT Online Outcome Tool interface. At the top, it says 'RCSLT Online Outcome Tool' and 'Therapy Outcome Measures'. There is a navigation bar with links: Home, My Dashboard, Patients, Reports, Resources, Secure File Upload, Import Data, Admin, Site Admin. The user is logged in as 'Kathryn - Test'. The main content area shows a table of sheets for import.

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	Type	Description
Patient	<b>Local Patient Identifier</b>	This is a local patient identifier and can take any alpha numeric form.
	<b>Year Of Birth</b>	The year of the patient's birth
	<b>Gender</b>	The patient's gender
Episode	<b>Primary Communication and Swallowing Disorder Descriptor/Code</b>	The descriptor and/or ICD-10 code for the patient's primary communication/swallowing disorder
	<b>Additional Communication and Swallowing Disorder Descriptor(s)/Code(s)</b>	The descriptor(s) and/or ICD-10 code(s) for any additional communication/swallowing disorder(s)
	<b>Primary Medical Diagnosis Descriptor/Code</b>	The descriptor and ICD-10 code for the primary medical diagnosis , where relevant
	<b>Additional Medical Diagnosis Descriptor(s)/Code(s)</b>	The descriptor(s) and ICD-10 code(s) for any additional medical diagnoses, where relevant
	<b>Primary TOMs Scale</b>	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 – <b>ISBN 978 – 907826 – 29 - 0</b>
	<b>Primary TOMs Scale ID</b>	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 – <b>ISBN 978 – 907826 – 29 – 0</b> (The Core Scale is coded as 0 (zero))
	<b>Secondary TOMs Scale</b>	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 – <b>ISBN 978 – 907826 – 29 - 0</b>
	<b>Secondary TOMs Scale ID</b>	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 – <b>ISBN 978 – 907826 – 29 – 0</b> (The Core Scale is coded as 0 (zero))
	<b>End-of-episode/Discharge Code/Description</b>	Free text description of the reason for the end of the episode/discharge (e.g. therapy complete, did not attend)
Rating	<b>Rating Date – start of episode</b>	The date the first TOMS rating was made
	<b>Rating Date – end of episode</b>	The date the final TOMS rating was made
	<b>Impairment Score (Primary) – start of episode<sup>2</sup></b>	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

<sup>2</sup> 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
	<b>Impairment Score (Primary) – end of episode</b>	normal end of the scale) Any TOMs domains where a TOMs score is not applicable should be left blank (null).
	<b>Impairment Score (Secondary) – start of episode</b>	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)
	<b>Impairment Score (Secondary) – end of episode</b>	Any TOMs domains where a TOMs score is not applicable should be left blank (null).
	<b>Activity Score (Primary) – start of episode</b>	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)
	<b>Activity Score (Primary) – end of episode</b>	Any TOMs domains where a TOMs score is not applicable should be left blank (null).
	<b>Activity Score (Secondary) – start of episode</b>	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)
	<b>Activity Score (Secondary) – end of episode</b>	Any TOMs domains where a TOMs score is not applicable should be left blank (null).
	<b>Participation Score – start of episode</b>	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)
	<b>Participation Score – end of episode</b>	Any TOMs domains where a TOMs score is not applicable should be left blank (null).
	<b>Wellbeing Score – start of episode</b>	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)
	<b>Wellbeing Score – end of episode</b>	Any TOMs domains where a TOMs score is not applicable should be left blank (null).
	<b>Carer Wellbeing Score – start of episode</b>	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)
	<b>Carer Wellbeing Score – end of episode</b>	Any TOMs domains where a TOMs score is not applicable should be left blank (null).
<b>User Defined Fields</b>	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	<b>Local Patient Identifier</b>	This is a local patient identifier and can take any alpha numeric form.
	<b>Year Of Birth</b>	The year of the patient's birth
	<b>Gender</b>	The patient's gender
Episode	<b>Episode of care Identifier</b>	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)
	<b>Primary Communication and Swallowing Disorder Descriptor/Code</b>	The descriptor and/or ICD-10 code for the patient's primary communication/swallowing disorder
	<b>Additional Communication and Swallowing Disorder Descriptor(s)/Code(s)</b>	The descriptor(s) and/or ICD-10 code(s) for any additional communication/swallowing disorder(s)
	<b>Primary Medical Diagnosis Descriptor/Code</b>	The descriptor and ICD-10 code for the primary medical diagnosis, where relevant
	<b>Medical Diagnosis Descriptor(s)/Code(s)</b>	The descriptor(s) and ICD-10 code(s) for any additional medical diagnoses, were
	<b>Primary TOMs Scale</b>	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 – <b>ISBN 978 – 907826 – 29 - 0</b>
	<b>Primary TOMs Scale ID</b>	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 – <b>ISBN 978 – 907826 – 29 – 0</b> <b>(The Core Scale is coded as 0 (zero))</b>
	<b>Secondary TOMs Scale</b>	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 – <b>ISBN 978 – 907826 – 29 - 0</b>
	<b>Secondary TOMs Scale ID</b>	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 – <b>ISBN 978 – 907826 – 29 – 0</b> <b>(The Core Scale is coded as 0 (zero))</b>
	<b>End-of-episode/Discharge Code/Description</b>	Free text description of the reason for the end of the episode/discharge (e.g. therapy complete, did not attend)
Rating	<b>Rating Type</b>	S = Admission/Initial Assessment/First Rating/Start of Episode

Category	Type	Description
		I = Interim/On-Going (optional) F= End of Episode/Final Rating/Discharge
	<b>Rating Date</b>	The date the TOMs rating was made
	<b>Impairment Score (Primary)<sup>3</sup></b>	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).
	<b>Impairment Score (Secondary)</b>	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).
	<b>Activity Score (Primary)</b>	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).
	<b>Activity Score (Secondary)</b>	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).
	<b>Participation Score</b>	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).
	<b>Wellbeing Score</b>	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).
	<b>Carer Rating Score</b>	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)

<sup>3</sup> 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).
<b>User Defined Fields</b>		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
<b>Patient</b>	<b>Local Patient Identifier</b>	This is a local patient identifier and can take any alpha numeric form.
	<b>Year Of Birth</b>	The year of the patient's birth
	<b>Gender</b>	The patient's gender
<b>Episode</b>	<b>Episode of care Identifier</b>	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)
	<b>Primary Communication and Swallowing Disorder Descriptor/Code</b>	The descriptor and/or ICD-10 code for the patient's primary communication/swallowing disorder
	<b>Additional Communication and Swallowing Disorder Descriptor(s)/Code(s)</b>	The descriptor(s) and/or ICD-10 code(s) for any additional communication/swallowing disorder(s)
	<b>Primary Medical Diagnosis Descriptor/Code</b>	The descriptor(s) and ICD-10 code(s) for any primary medical diagnosis, where relevant
	<b>Additional Medical Diagnosis Descriptor(s)/Code(s)</b>	The descriptor(s) and ICD-10 code(s) for any additional medical diagnoses, where relevant
	<b>TOMs Scale Primary/Secondary</b>	This indicates whether the TOMs scale is 'primary' or 'secondary'
	<b>TOMs Scale</b>	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
	<b>TOMs Scale ID</b>	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 <b>(The Core Scale is coded as 0 (zero))</b>
	<b>End-of-episode/Discharge Code/Description</b>	Free text description of the reason for the end of the episode/discharge (e.g. therapy complete, did not attend)
<b>Rating</b>	<b>Rating ID</b>	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
	<b>Rating Type</b>	S = Admission/Initial Assessment/First Rating/Start

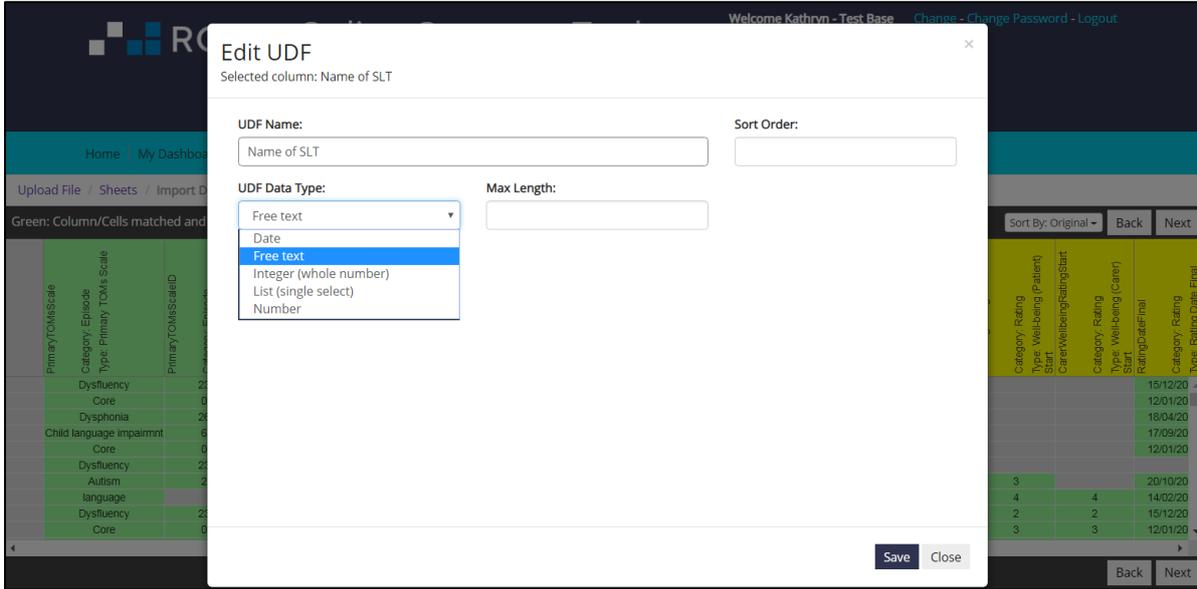
Category	Type	Description
		of Episode I = Interim/On-Going (optional) F= End of Episode/Final Rating/Discharge
	<b>Rating Date</b>	The date the TOMs ratings was made
	<b>TOMs Domain<sup>4</sup></b>	The domain of the TOMs being scored: Impairment (Primary) Impairment (Secondary) – optional Activity (Primary) Activity (Secondary) – optional Participation Wellbeing Carer Wellbeing – optional
	<b>TOMs score</b>	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).
<b>User Defined Fields</b>		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.

<sup>4</sup> 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).

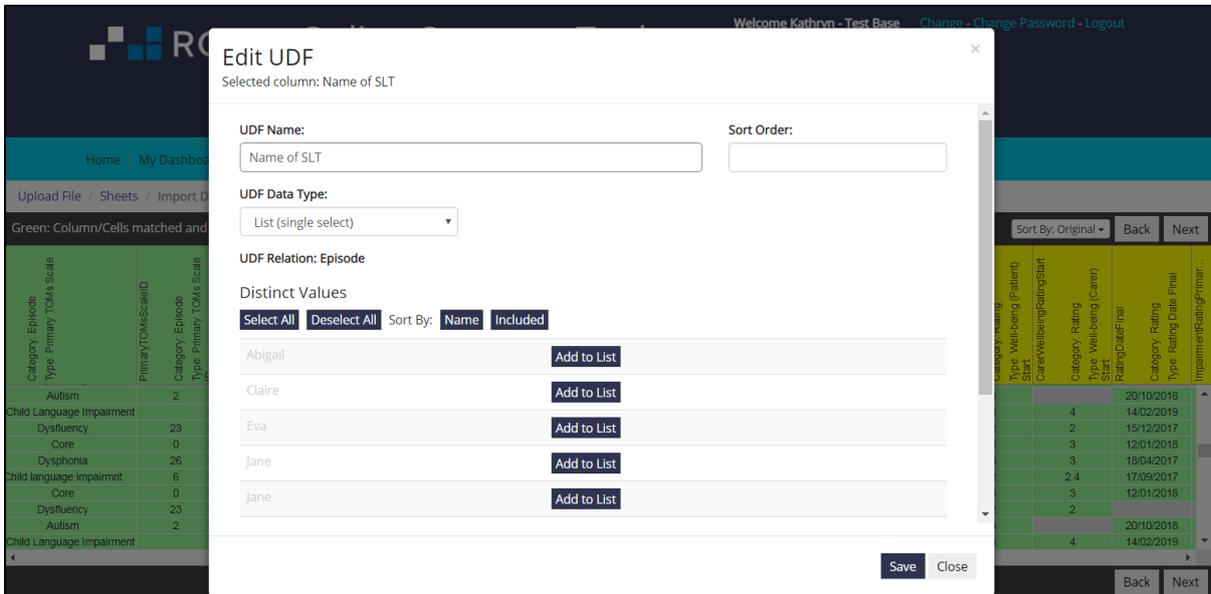
## Annex 4: Setting up user defined fields – examples

### EXAMPLE 1 – setting up a ‘single select’ field (name of SLT)

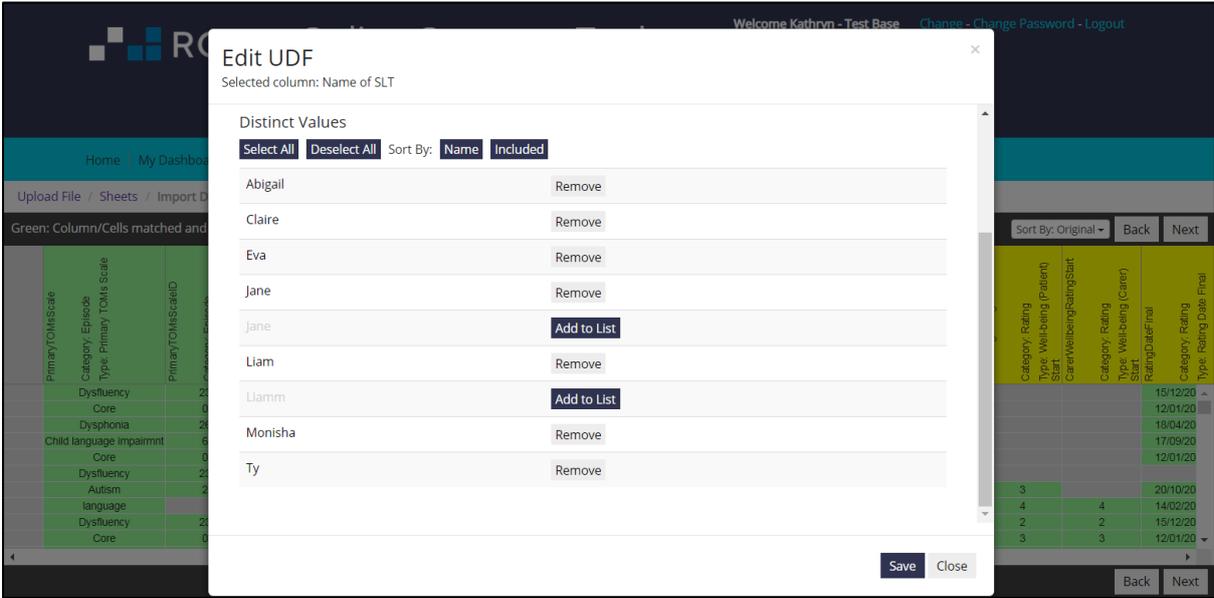
7.1.a. Check that the user defined field is correctly named, and select the type as ‘single select’:



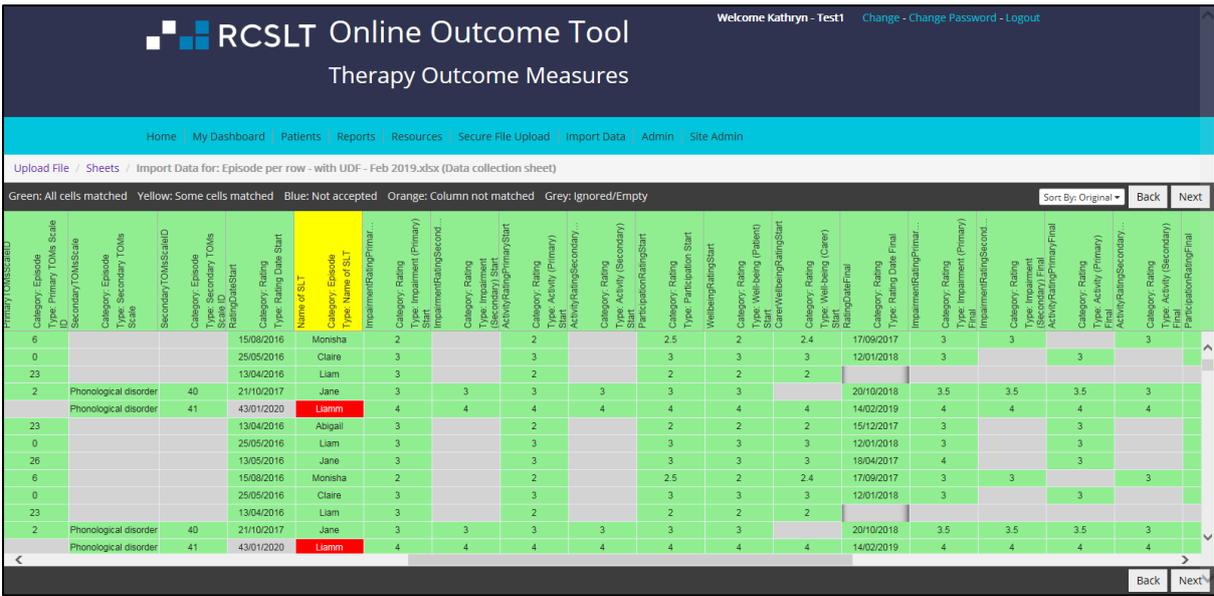
7.1.b. The ROOT will detect the values in the column and ask you to confirm which values are ‘allowed’. To add ‘allowed’ values, click ‘select all’ or ‘add to list’ against the relevant values.



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:

The screenshot shows the RCSLT Online Outcome Tool interface. A dialog box titled "Name of SLT" is open, prompting the user to change a mapping by selecting from drop-down boxes. The dialog includes a "Category" dropdown set to "Episode" and a "Type" dropdown set to "Name of SLT". Below the dropdowns are buttons for "Match Cells", "Reset", and "Ignore".

The background shows a data table with columns for various metrics and rows for different participants. The table is partially obscured by the dialog box.

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'.

The screenshot shows the RCSLT Online Outcome Tool interface with an "Edit Cells" dialog box open. The dialog box is titled "Edit Cells" and has a subtitle "Column Type: Name of SLT". It contains the following text:

Please select a value from the drop-down list or type directly into the box.  
If you are unable to match the value, please select 'No Match'.

Selected column: Name of SLT

A dropdown list is shown with the following names: Liamm, Abigail, Claire, Eva, Jane, Liam, Monisha, Ty. The name "Liamm" is currently selected.

At the bottom of the dialog box are buttons for "Save" and "Close".





Welcome Kathryn - Test [Change](#) - [Change Password](#) - [Logout](#)

## Therapy Outcome Measures

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

Upload File / Sheets / Import Data for: Test file with UDF and errors v2.xlsx (Data collection sheet)

Green: Column/Cells matched and accepted Yellow: Column matched Orange: Column not matched Grey: Ignored or Empty

Sort By: Original Back Next

Type: Impairment (Primary/Final)	Category: Rating	Activity: Rating (Primary/Final)	Activity: Rating (Secondary)	Participation: Rating (Final)	Wellbeing: Rating (Final)	Wellbeing: Rating (Patient/Carer)	Wellbeing: Rating (Final)	Category: Rating	Type: Total number of contacts	Type: Discharge Code	No Title	Number of contacts	Direct time	Category: Episode	Type: Direct time	Indirect time	Total time	Person delivering	Care spell
									6	U		6	240			120	360	SLT	1
									6	TC		6	240			120	360	SLT	2
									6	TAS		6	240			120	360	SLT	3
3			3						6	DNA		6	240			120	360	SLT	a
									6	EEOC		6	240			120	360	SLT	4
									6	D		6	d		c	#VALUE!	SLT	5	
3.5	3.5		3	3.5	3	3	3	3	6	MOA		6	240			120	360	SLTA	6
4	4		4	4	4	4	4	4	6	DNA		6	240			120	360	SLT	a
									6	U		6	240			120	360	SLTA	7
									6	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':

Welcome Kathryn - Test [Change](#) - [Change Password](#) - [Logout](#)

## Therapy Outcome Measures

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

Upload File / Sheets / Import Data for: Test file with UDF and errors v2.xlsx (Data collection sheet)

Green: Column/Cells matched and accepted Yellow: Column matched Orange: Column not matched Grey: Ignored or Empty

Sort By: Original Back Next

Direct time Accepted

To change this mapping, please select from the drop-down boxes:

Category: Episode

Type: Direct time

Match Cells Reset Ignore

Type: Impairment (Primary/Final)	Category: Rating	Activity: Rating (Primary/Final)	Activity: Rating (Secondary)	Participation: Rating (Final)	Wellbeing: Rating (Final)	Wellbeing: Rating (Patient/Carer)	Wellbeing: Rating (Final)	Category: Rating	Type: Total number of contacts	Type: Discharge Code	No Title	Number of contacts	Direct time	Category: Episode	Type: Direct time	Indirect time	Total time	Person delivering	Care spell
									6	U		6	240			120	360	SLT	1
									6	TC		6	240			120	360	SLT	2
									6	TAS		6	240			120	360	SLT	3
3			3						6	DNA		6	240			120	360	SLT	a
									6	EEOC		6	240			120	360	SLT	4
									6	D		6	d		c	#VALUE!	SLT	5	
3.5	3.5		3	3.5	3	3	3	3	6	MOA		6	240			120	360	SLTA	6
4	4		4	4	4	4	4	4	6	DNA		6	240			120	360	SLT	a
									6	U		6	240			120	360	SLTA	7
									6	TC		6	240			120	360	SLT	8