

Data specification for compatibility with the RCSLT Online Outcome Tool (ROOT)

1.0 RCSLT Online Outcome Tool

The Royal College of Speech and Language Therapists (RCSLT) has developed a stand-alone online tool that has been developed to collect, collate and report on outcomes data.

Users of the online tool can either input Therapy Outcome Measures (TOMs) (Enderby and John, 2015; Enderby and John, 2019) data for service users directly into the ROOT, or alternatively, data that has been extracted from databases within existing electronic systems can be uploaded into the ROOT. Both methods will enable SLTs to access the reporting functions of the tool.

Reports can be generated for individual or groups of service users and the ROOT can also aggregate data across an SLT service, enabling teams and services to evaluate the outcomes delivered, to support SLTs with monitoring outcomes for specific clinical groups and examining the impact of their service.

This document has been developed to support those opting to use the upload method and sets out the requirements for local databases to be compatible with the ROOT. This document should be read in conjunction with the following:

- ROOT Briefing Pack
- ROOT Information Governance Pack

These documents are available [on the ROOT \(link\)](#).

For further information about the work, please visit [the RCSLT website \(link\)](#) or contact ROOT@rcslt.org.

2.0 Data definitions related to Therapy Outcome Measures (TOMs)

The RCSLT has developed the following definitions in collaboration with the authors of TOMs for the purposes of ensuring the consistent use of terms related to the outcome measure.

Score

In the context of TOMs, a **score** is a single measurement in a domain of the TOMs (i.e. 'impairment', 'activity', participation, 'well-being', 'carer well-being'). It takes the form of a numerical value between 0 and 5.

Rating

In the context of TOMs, a **rating** is a set of scores collected across the domains of TOMs at a single point in time.

Episode of care

In the context of TOMs, an **episode of care** is the period over which a service user receives intervention(s) associated with a set of the therapy goals. The episode of care ends when the client is when an individual has completed treatment and/or discharged, put on review, transferred from inpatient to outpatient service or if the goals of therapy change.

During the **episode of care**, any number of TOMs **ratings** can be made, as required, for a service user. A baseline measurement is taken using TOMs at the beginning of the **episode of care** ("*start*" or "*admission*" rating), followed by measurement at the end of the **episode of care** ("*final*" or "*discharge*" rating), with any number of **ratings** in between ("*interim/intermediate*" ratings). Each rating comprises **scores** for each of the domains of TOMs (i.e. 'impairment',

'activity', participation, 'well-being', 'carer well-being'), as applicable. A diagram has been developed to illustrate the use of these terms (figure 1) and more information about TOMs is provided in the third edition of the manual (Enderby and John, 2015) and user guide (Enderby and John, 2019).

The ROOT reports on changes in **scores** between the **ratings** made at the start of the episode of care and the end of the episode of care.

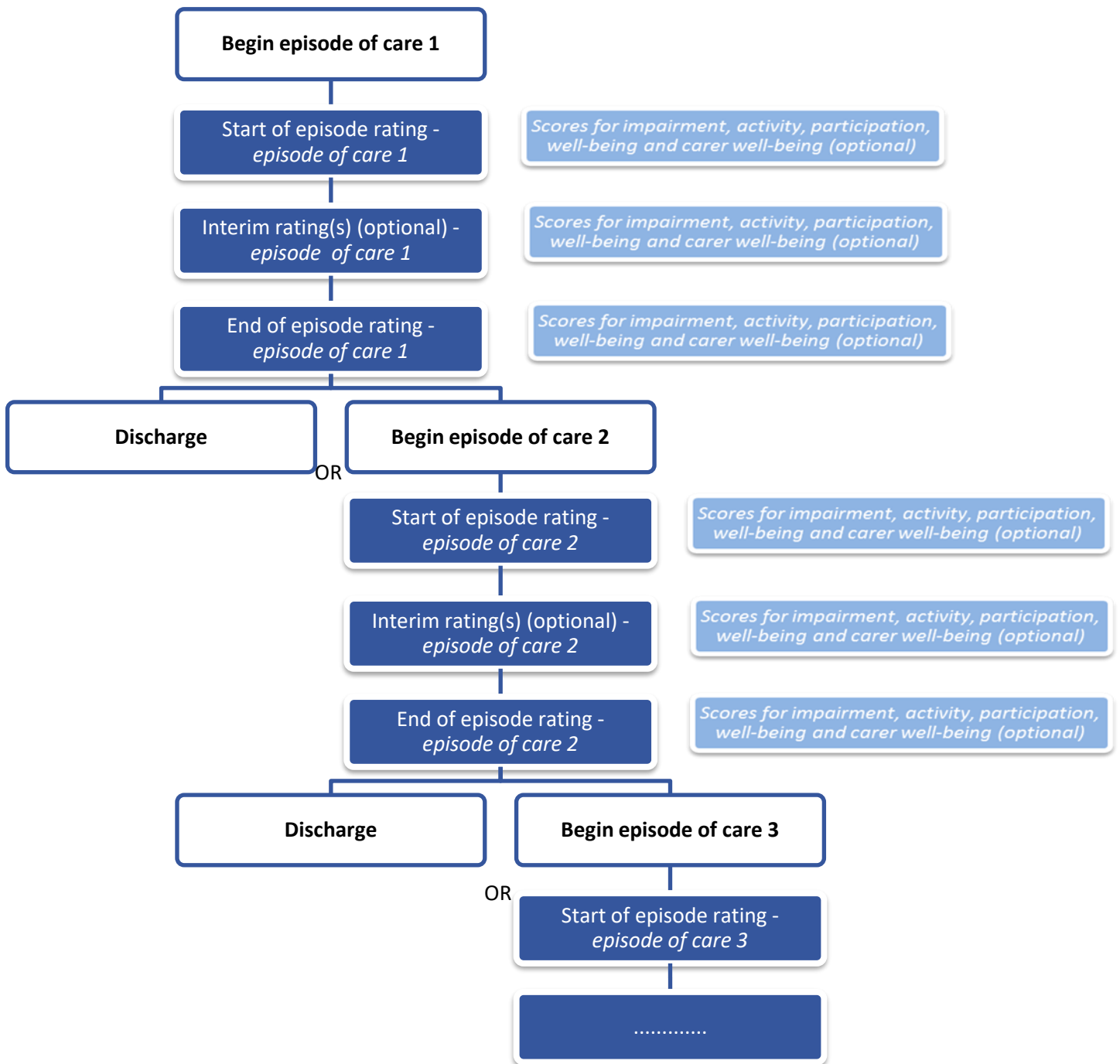


Figure 1: Terms related to Therapy Outcome Measures. Adapted with permission from Enderby and John 2019:5.

3.0 File structures accepted by the RCSLT Online Outcome Tool

The ROOT has been developed to enable file structures of three main types to be uploaded:

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

This section of the document sets out a description of each file structure. For each of the file structures, there are a number of fields that are required in order to be compatible with the ROOT. There are also additional fields that are desirable to maximise the reporting functions offered by the ROOT. Annexes 1-3 provide detailed summary tables of the required, desirable and optional fields for each file structure. The minimum requirement is for files to contain the 'required' fields. The 'desirable' and 'optional' fields will enable speech and language therapy services to access a richer analysis of the data, but these are not essential.

3.1 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. (In

many cases, this structure is rather inflexible and does not allow for longitudinal cases where there may be an indeterminate number of interim/intermediate scores).

Please refer to annex 1 for a description of the required fields for this file structure. A template in episode per row format is available [on the ROOT \(link\)](#)

3.2 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).

| Local Patient Identifier | Year Of Birth | Gender | Episode Identifier | Primary Communication Swallowing Disorder Descriptor | Primary Communication Swallowing Disorder Code ICD10F11 | Additional Communication Swallowing Disorder Descriptor | Additional Communication Swallowing Disorder Code ICD10F11 | Primary Medical Diagnosis Descriptor | Primary Medical Diagnosis Code ICD10F11 | Additional Medical Diagnosis Descriptor | Additional Medical Diagnosis Code ICD10F11 | Primary TOMs Scale | Primary TOMs Scale ID | Secondary TOMs Scale | Secondary TOMs Scale ID | Rating Type | Rating Date | Impairment Rating Primary | Impairment Rating Secondary | Activity Rating Primary | Activity Rating Secondary | Participation Rating | Wellbeing Rating | Carer Wellbeing Rating | Discharge Code |
|--------------------------|---------------|--------|--------------------|--|---|---|--|--------------------------------------|---|---|--|--------------------|-----------------------|------------------------|-------------------------|-------------|-------------|---------------------------|-----------------------------|-------------------------|---------------------------|----------------------|------------------|------------------------|----------------|
| BHY69471 | 2012 | Female | 1 | Apraxial dyspr | F48.2 | Receptive | F80.2 | | | | | Core | 0 | | | Start | 25/05/2016 | 2.5 | 2 | 2.5 | 2.5 | 2.5 | | | |
| BHY69471 | 2012 | Female | 1 | Apraxial dyspr | F48.2 | Receptive | F80.2 | | | | | Core | 0 | | | Interim | 25/05/2016 | 2 | 2 | 2 | 2 | 2 | | | |
| BHY69471 | 2012 | Female | 1 | Apraxial dyspr | F48.2 | Receptive | F80.2 | | | | | Core | 0 | | | Final | 25/05/2016 | 3 | 2 | 3 | 3 | 3 | Therapy complete | | |
| kBHH97545 | 2012 | Female | 1 | Dysphonia | F49.0 | | | | | | | Dysphonia | 26 | | | Start | 13/05/2016 | 3 | 2 | 3 | 3 | | | | |
| kBHH97545 | 2012 | Female | 1 | Dysphonia | F49.0 | | | | | | | Dysphonia | 26 | | | Interim | 13/05/2016 | 2 | 2 | 2 | 2 | 2 | | | |
| kBHH97545 | 2012 | Female | 1 | Dysphonia | F49.0 | | | | | | | Dysphonia | 26 | | | Final | 13/05/2016 | 1 | 2 | 1 | 1 | 1 | Therapy complete | | |
| KJL893728 | 2012 | Male | 1 | Social (pragmatic) | F80.82 | | | Autism | F84.0 | | | Autism | 2 | Physiological disorder | 40 | Start | 21/10/2017 | 2 | 2 | 2 | 2 | 2 | 2 | | |

The Episode ID links together the ratings belonging to the same episode of care that span several rows of the spreadsheet

Each row contains a set of TOMs scores for a single point in time (a rating). Taken together, these rows compose the scores across an episode of care.

In this case, it is essential that the file contains an “episode identifier”. This is a data item that ties together all the TOMs ratings made during an episode of care for an individual, which will include TOMs ratings at admission/start, at

final/discharge and may or may not include some interim ratings. In some electronic systems, the “episode identifier” is called a “referral ID”. Please refer to annex 2 for a full description of the required fields for this file structure.

A template in rating per row format is available [on the ROOT \(link\)](#)

3.3 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.

For this file structure, it is essential that the file contains an “episode identifier”. This is a data item that ties together all the TOMs scores made for an episode of care, which will include TOMs scores at admission/start, at final/discharge and may or may not include some interim scores. In some electronic systems, the “episode identifier” is referred to as a “referral ID”. It is also desirable for files of this structure to contain a “rating identifier”. This is a data item that links scores belonging to a single rating. Failing this, the date that the rating was made may serve the purpose. Please refer to annex 3 for a full description of the required fields for this file structure.

A template in score per row format is available [on the ROOT \(link\)](#)

| Local Patient Identifier | Year Of Birth | Gender | Episode Identifier | Primary Communication Swallowing Disorder Descriptor | Primary Communication Swallowing Disorder Code ICD10M11 | Additional Communication Swallowing Disorder Descriptor | Additional Communication Swallowing Disorder Code ICD10M11 | Primary Medical Diagnosis Descriptor | Primary Medical Diagnosis Code ICD10M11 | Additional Medical Diagnosis Descriptor | Additional Medical Diagnosis Code ICD10M11 | TOMs Scale Primary Secondary | TOMs Scale | TOMs Scale ID | Rating ID | Rating Type | Rating date | TOMs Domain | TOMs Score | Discharge Code |
|--------------------------|---------------|--------|--------------------|--|---|---|--|--------------------------------------|---|---|--|------------------------------|---------------|---------------|-----------|-------------|-------------|-------------|------------|----------------|
| BHY69471 | 2008 | Female | 1 | Apraxialdyspraxia | R48.2 | Receptive language disorder | F80.2 | | | | | P | Core | 0 | 1 Start | 23.02.16 | I | 2 | | |
| BHY69472 | 2008 | Female | 1 | Apraxialdyspraxia | R48.3 | Receptive language disorder | F80.3 | | | | | P | Core | 0 | 1 Start | 23.02.16 | A | 3 | | |
| BHY69473 | 2008 | Female | 1 | Apraxialdyspraxia | R48.4 | Receptive language disorder | F80.4 | | | | | P | Core | 0 | 1 Start | 23.02.16 | P | 2 | | |
| BHY69474 | 2008 | Female | 1 | Apraxialdyspraxia | R48.5 | Receptive language disorder | F80.5 | | | | | P | Core | 0 | 1 Start | 23.02.16 | W | 2 | | |
| BHY69475 | 2008 | Female | 1 | Apraxialdyspraxia | R48.6 | Receptive language disorder | F80.6 | | | | | P | Core | 0 | 1 Start | 23.02.16 | CWB | 2 | | |
| BHY69476 | 2008 | Female | 1 | Apraxialdyspraxia | R48.7 | Receptive language disorder | F80.7 | | | | | P | Core | 0 | 2 Interim | 7.09.17 | I | 2 | | |
| BHY69477 | 2008 | Female | 1 | Apraxialdyspraxia | R48.8 | Receptive language disorder | F80.8 | | | | | P | Core | 0 | 2 Interim | 7.09.17 | A | 2.5 | | |
| BHY69478 | 2008 | Female | 1 | Apraxialdyspraxia | R48.9 | Receptive language disorder | F80.9 | | | | | P | Core | 0 | 2 Interim | 7.09.17 | P | 3 | | |
| BHY69479 | 2008 | Female | 1 | Apraxialdyspraxia | R48.10 | Receptive language disorder | F80.10 | | | | | P | Core | 0 | 2 Interim | 7.09.17 | W | 2.5 | | |
| BHY69480 | 2008 | Female | 1 | Apraxialdyspraxia | R48.11 | Receptive language disorder | F80.11 | | | | | P | Core | 0 | 2 Interim | 7.09.17 | CWB | 2 | | |
| BHY69476 | 2008 | Female | 1 | Apraxialdyspraxia | R48.7 | Receptive language disorder | F80.7 | | | | | P | Core | 0 | 3 Interim | 7.09.17 | I | 2 | | |
| BHY69477 | 2008 | Female | 1 | Apraxialdyspraxia | R48.8 | Receptive language disorder | F80.8 | | | | | P | Core | 0 | 3 Interim | 7.09.17 | A | 2 | | |
| BHY69478 | 2008 | Female | 1 | Apraxialdyspraxia | R48.9 | Receptive language disorder | F80.9 | | | | | P | Core | 0 | 3 Interim | 7.09.17 | P | 3 | | |
| BHY69479 | 2008 | Female | 1 | Apraxialdyspraxia | R48.10 | Receptive language disorder | F80.10 | | | | | P | Core | 0 | 3 Interim | 7.09.17 | W | 2.5 | | |
| BHY69480 | 2008 | Female | 1 | Apraxialdyspraxia | R48.11 | Receptive language disorder | F80.11 | | | | | P | Core | 0 | 3 Interim | 7.09.17 | CWB | 2 | | |
| BHY69481 | 2008 | Female | 1 | Apraxialdyspraxia | R48.12 | Receptive language disorder | F80.12 | | | | | P | Core | 0 | 4 Final | 20.01.18 | I | 2 | | |
| BHY69482 | 2008 | Female | 1 | Apraxialdyspraxia | R48.13 | Receptive language disorder | F80.13 | | | | | P | Core | 0 | 4 Final | 20.01.18 | A | 2 | | |
| BHY69483 | 2008 | Female | 1 | Apraxialdyspraxia | R48.14 | Receptive language disorder | F80.14 | | | | | P | Core | 0 | 4 Final | 20.01.18 | P | 2 | | |
| BHY69484 | 2008 | Female | 1 | Apraxialdyspraxia | R48.15 | Receptive language disorder | F80.15 | | | | | P | Core | 0 | 4 Final | 20.01.18 | W | 2.5 | | |
| BHY69485 | 2008 | Female | 1 | Apraxialdyspraxia | R48.16 | Receptive language disorder | F80.16 | | | | | P | Core | 0 | 4 Final | 20.01.18 | CWB | 2.5 | | |
| BHY69486 | 2008 | Female | 1 | Apraxialdyspraxia | R48.17 | Receptive language disorder | F80.17 | | | | | S | Child languag | 6 | 1 Start | 23.02.16 | I | 3 | | |
| BHY69487 | 2008 | Female | 1 | Apraxialdyspraxia | R48.18 | Receptive language disorder | F80.18 | | | | | S | Child languag | 6 | 1 Start | 23.02.16 | A | 2.5 | | |

This is one episode of care, as indicated by the episode ID

This episode of care contains TOMs scores using two adapted scales - the primary scale (P) and a secondary scale (S)

This episode of care has four ratings (one 'start', two 'interim' and one 'final'). Each rating has a different rating ID.

Domains (impairment, activity, participation, well-being and carer well-being) are shown in a column

4.0 Top tips for preparing your files

Before you are ready to upload a file of data to the ROOT, there are a few things to check. Below are a few top tips when preparing your file.

1. **Consider creating a duplicate file to work from.** You may need to make changes to file and it may be useful to preserve the original.
2. **Check that the file contains a start and a final rating for each service user.** Only completed episodes of care for service users can be uploaded to the ROOT. To ensure that there are no gaps or duplicates in the data uploaded to the ROOT across consecutive files, it is recommended that the file you upload contain all TOMs data for the episodes of care that end within a given date range. For example, the first file uploaded to the ROOT may contain all TOMs data for completed episodes of care that end between 1 January and 31 March. The next file to be uploaded would contain all TOMs data for completed episodes of care that end between 1 April and 30 June. (Please note: there are no restrictions on how frequently data is uploaded to the ROOT, this is likely to depend on local reporting requirements, and may change over time). Also, if you have entered the data manually into the spreadsheet, you will need to transfer any TOMs ratings for incomplete episodes of care to a new sheet for colleagues to continue to use.
3. **Remove any formulae in the spreadsheet.** Some spreadsheets contain formulae or formatting, which cannot be handled by the importer. To do this, you will need to reformat the cells.
4. **Check that the headings of each column are on a single row in the spreadsheet and that there are no merged cells.** If the headings span more than one row, or any rows or columns are merged, this may cause some difficulties when it comes to uploading your file.
5. **Double check that the file only contains the data authorised by your Information Governance leads.** Cross-reference your spreadsheet with

the list of fields in the data processing agreement. Things to look out for include and patients' names and dates of birth. If your file contains date of birth rather than year of birth, this can be done by inserting a new column into the spreadsheet and using the function **=Year(Date)** [where 'Date' is the cell containing the date of birth].

6. **Check that the file is in .xlsx format.** If it is in not, this can be done by changing the file type when saving the file, or converting it.

5.0 Uploading files to the ROOT

Uploading files of data to the ROOT is a manual process, which involves the speech and language therapist uploading the data file to a securely hosted web system (for more information about system security, please refer to the ROOT Information Governance Pack).

The RCSLT has developed [training resources \(link\)](#) to support with this process. Below are some frequently asked questions about the upload process:

How long does it take to upload a file of data to the ROOT?

This will depend on a number of factors, including the size of the dataset, the quality of the data, the type of file structure and the users' familiarity with using the process. When completing the first submission, it will be necessary to complete a mapping of the fields in your data file on to the core fields accepted by the ROOT. The ROOT identifies any values in the dataset that are outside the expected range or required format and produces a report on any anomalies. The user is given the opportunity to correct the erroneous values, where possible, or reject the affected data, meaning that it will not be imported. It is advised that you set aside at least an hour to complete the first submission. Providing that the structure of the data file does not change, subsequent uploads should take less time.

How often should we upload files of data to the ROOT?

Data can be uploaded as often as required by the service. Typically, services tend to do this on a quarterly to six-monthly basis, or as required for reporting purposes.

Can more than one therapist in our team upload data to the ROOT?

Yes, it is possible to set up access to the ROOT for several colleagues to be able to upload the data should you wish to share this role. For example, it may be more practical for data to be uploaded separately for each team and for a member of each team to take responsibility for doing so. In these circumstances, it is advisable to have one member of staff to take the lead in co-ordinating this, including agreeing the frequency of uploads and being a point of contact with the RCSLT.

Are reports on the data available immediately after uploading a file?

Providing the data is successfully imported, reports on the data can be generated the day after submission.

Does the ROOT use a clinical classification standard?

The RCSLT Online Outcome Tool uses the International Classification of Diseases, Tenth Edition (ICD-10), developed by the World Health Organization. More information about this coding and classification system is available at <http://www.who.int/classifications/icd/en/>.

If the file of data being uploaded does not contain ICD-10 code, these can be 'mapped' when the file is uploaded.

The RCSLT is aware that ICD-11 has now been released. Following adoption by Member States, ICD-11 will come into effect in January 2022. The RCSLT Online Outcome Tool will continue to use ICD-10 codes until decisions about the implementation of ICD-11 in the UK have been confirmed.

6.0 References

Enderby, P. and John, A. (2015) *Therapy outcome measures for rehabilitation professionals*, Third Edition, Guildford: J&R Press Ltd

Enderby, P. and John, A. (2019) *Therapy Outcome Measure User Guide*. Croydon: J & R Press Ltd

Annex 1: Required data fields for “episode per row” file structure

| Field | Description | Required/Desirable/Optional |
|---|---|--|
| Local Patient Identifier | This is a local patient identifier and can take any alpha numeric form. | Required The ROOT uses this to tie together records for a particular patient across episodes of care. |
| Year Of Birth | The year of the patient's birth | Desirable - to enable outcomes data to be filtered by age for the purposes of analysis, which is helpful both locally and nationally |
| Gender | The patient's gender | Desirable - to enable outcomes data to be filtered by gender for the purposes of analysis, which is helpful both locally and nationally |
| Primary Communication and Swallowing Disorder Descriptor/Code | The descriptor and/or ICD-10 code for the patient's primary communication/swallowing disorder | Desirable - to enable outcomes data to be filtered by the services users' primary communication/swallowing disorder (e.g. dysphagia) for the purposes of analysis |
| 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) | Optional - to enable outcomes data to be analysed with reference to co-morbid conditions and complexity |
| Primary Medical Diagnosis Descriptor/Code | The descriptor and ICD-10 code for the primary medical diagnosis , where relevant | Optional - to enable outcomes data to be analysed with reference to multiple co-morbidities |
| Additional Medical Diagnosis Descriptor(s)/Code(s) | The descriptor(s) and ICD-10 code(s) for any additional medical diagnoses, where relevant | Optional - to enable outcomes data to be analysed with reference to multiple co-morbidities |
| Primary TOMs Scale | The name of the TOMs scale that was used to rate the primary | Required - to identify the TOMs scale used to |

| Field | Description | Required/Desirable/Optional |
|--|--|---|
| | impairment (Enderby and John 2019) | rate the patient |
| Primary TOMs Scale ID | The identifying number of the TOMs scale that was used to rate the primary impairment (Enderby and John 2019). The Core Scale is coded as 0 (zero). | Desirable - to verify the TOMs scale used to rate the patient |
| Secondary TOMs Scale | The name of the TOMs scale that was used to rate the secondary impairment (Enderby and John 2019) | Optional - to identify the secondary TOMs scale used to rate the patient, where applicable |
| Secondary TOMs Scale ID | The identifying number of the TOMs scale that was used to rate the primary impairment (Enderby and John 2019). The Core Scale is coded as 0 (zero). | Desirable - to verify the TOMs scale used to rate the patient, where applicable |
| Rating Date - start of episode | The date the first TOMs rating was made | Required - to enable outcomes over time to be tracked |
| Rating Date - end of episode | The date the final TOMs rating was made | Required - to enable outcomes over time to be tracked |
| Impairment Score (Primary) - start of episode¹ | 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) | Required |
| Impairment Score (Primary) - end of episode | Any TOMs domains where a TOMs score is not applicable should be left blank (null). | |
| Impairment Score | Numerical value for the TOMs score for the impairment domain: 0, 0.5, | Optional - to enable data to be recorded where |

¹ Some TOMs scales do not follow the typical pattern:

- 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) and AAC Support (optional).
- For SLT services using the velopharyngeal dysfunction adapted scale, the TOMs domains are: Impairment (velopharyngeal dysfunction), Impairment (articulation), Activity, Participation, Wellbeing, Carer-wellbeing (optional)

| Field | Description | Required/Desirable/Optional |
|---|---|---|
| <i>(Secondary) - start of episode</i> | 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) | two TOMs scales are used concurrently |
| <i>Impairment Score (Secondary) - end of episode</i> | Any TOMs domains where a TOMs score is not applicable should be left blank (null). | |
| <i>Activity Score (Primary) - start of episode</i> | 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) | Required |
| <i>Activity Score (Primary) - end of episode</i> | Any TOMs domains where a TOMs score is not applicable should be left blank (null). | |
| <i>Activity Score (Secondary) - start of episode</i> | 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) | Optional – to enable data to be recorded where two TOMs scales are used concurrently |
| <i>Activity Score (Secondary) - end of episode</i> | Any TOMs domains where a TOMs score is not applicable should be left blank (null). | |
| <i>Participation Score - start of episode</i> | 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) | Required |
| <i>Participation Score - end of episode</i> | Any TOMs domains where a TOMs score is not applicable should be left blank (null). | |
| <i>Wellbeing Score - start of episode</i> | 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) | Required |
| <i>Wellbeing Score - end of episode</i> | Any TOMs domains where a TOMs score is not applicable should be left blank (null). | |

| Field | Description | Required/Desirable/Optional |
|---|--|---|
| <i>of episode</i> | of the scale) Any TOMs domains where a TOMs score is not applicable should be left blank (null). | |
| <i>Carer Wellbeing Score - start of episode</i> | 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) | Optional – to enable data to be recorded where the carer wellbeing is recorded |
| <i>Carer Wellbeing Score - end of episode</i> | Any TOMs domains where a TOMs score is not applicable should be left blank (null). | |
| <i>End-of-episode/Discharge Code/Description</i> | A description of the reason for the end of the episode/discharge. The standard list used in the ROOT is: Advice only (no intervention); Declined treatment; Did not attend; Died; Different intervention required; End of episode of care (to be reviewed); Intervening illness/medically unwell; Moved out of area; Recovered (therapy not required); Therapy complete (discharged); Therapy no longer appropriate; Transferred to another service; Unknown/other | Optional |
| <i>Local/user-defined fields</i> | 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. | Optional |

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

| Field | Description | Required/Desirable/Optional |
|---|--|--|
| Local Patient Identifier | This is a local patient identifier and can take any alpha numeric form. | Required The ROOT uses this to tie together records for a particular patient across episodes of care. |
| Year Of Birth | The year of the patient's birth | Desirable - to enable outcomes data to be filtered by age for the purposes of analysis, which is helpful both locally and nationally |
| Gender | The patient's gender | Desirable - to enable outcomes data to be filtered by gender for the purposes of analysis, which is helpful both locally and nationally |
| 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) | Required - to link ratings for a given episode of care |
| Primary Communication and Swallowing Disorder Descriptor/Code | The descriptor and/or ICD-10 code for the patient's primary communication/swallowing disorder | Desirable - to enable outcomes data to be filtered by the services users' primary communication/swallowing disorder (e.g. dysphagia) for the purposes of analysis |
| 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) | Optional - to enable outcomes data to be analysed with reference to co-morbid conditions |
| Primary Medical Diagnosis | The descriptor and ICD-10 code for the primary medical diagnosis, where relevant | Optional - to enable outcomes data to be analysed with reference to multiple co- |

| Field | Description | Required/Desirable/Optional |
|---|--|--|
| Descriptor/Code | | morbidities |
| Additional Medical Diagnosis Descriptor(s)/Code(s) | The descriptor(s) and ICD-10 code(s) for any additional medical diagnoses, were | Optional - to enable outcomes data to be analysed with reference to multiple co-morbidities |
| Primary TOMs Scale | The name of the TOMs scale that was used to rate the primary impairment (Enderby and John 2019) | Desirable - to identify the TOMs scale used to rate the patient |
| Primary TOMs Scale ID | The identifying number of the TOMs scale that was used to rate the primary impairment (Enderby and John 2019). The Core Scale is coded as 0 (zero). | Desirable - to verify the TOMs scale used to rate the patient |
| Secondary TOMs Scale | The name of the TOMs scale that was used to rate the secondary impairment (Enderby and John 2019) | Optional - to identify the secondary TOMs scale used to rate the patient, where applicable |
| 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)) | Optional - to verify the secondary TOMs scale used to rate the patient, where applicable |
| Rating Type | S = Admission/Initial Assessment/First Rating/Start of Episode I = Interim/On-Going (optional) F= End of Episode/Final Rating/Discharge | Required - to determine the sequence of ratings across an episode of care |
| Rating Date | The date the TOMs rating was made | Required - to enable outcomes over time to be tracked |

| Field | Description | Required/Desirable/Optional |
|---|--|---|
| Impairment Score (Primary)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 normal end of the scale) Any TOMs domains where a TOMs score is not applicable should be left blank (null). | Required |
| 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). | Optional – to enable data to be recorded where two TOMs scales are used concurrently |
| 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). | Required |
| 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 | Optional – to enable data to be recorded where two TOMs scales are used concurrently |

² Some TOMs scales do not follow the typical pattern:

- 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) and AAC Support (optional).
- For SLT services using the velopharyngeal dysfunction adapted scale, the TOMs domains are: Impairment (velopharyngeal dysfunction), Impairment (articulation), Activity, Participation, Wellbeing, Carer-wellbeing (optional)

| Field | Description | Required/Desirable/Optional |
|--|---|---|
| | (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). | Required |
| 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). | Required |
| 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) Any TOMs domains where a TOMs score is not applicable should be left blank (null). | Optional – to enable data to be recorded where the carer wellbeing is recorded |
| End-of-episode/Discharge Code/Description | A description of the reason for the end of the episode/discharge. The standard list used in the ROOT is: Advice only (no intervention); Declined treatment; Did not attend; Died; Different intervention required; End of episode of care (to be reviewed); Intervening illness/medically unwell; Moved out of area; Recovered (therapy not required); Therapy complete (discharged); Therapy no longer appropriate; Transferred to another | Optional |

| Field | Description | Required/Desirable/Optional |
|----------------------------------|--|-----------------------------|
| | service; Unknown/other | |
| Local/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. | Optional |

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

| Field | Description | Required/Desirable/Optional |
|-----------------------------------|--|--|
| Local Patient Identifier | This is a local patient identifier and can take any alpha numeric form. | Required The ROOT uses this to tie together records for a particular patient across episodes of care. |
| Year Of Birth | The year of the patient's birth | Desirable - to enable outcomes data to be filtered by age for the purposes of analysis, which is helpful both locally and nationally |
| Gender | The patient's gender | Desirable - to enable outcomes data to be filtered by gender for the purposes of analysis, which is helpful both locally and nationally |
| 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) | Required - to link ratings for a given episode of care |

| Field | Description | Required/Desirable/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 | Desirable - to enable outcomes data to be filtered by the services users' primary communication/swallowing disorder (e.g. dysphagia) for the purposes of analysis |
| 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) | Optional - to enable outcomes data to be analysed with reference to co-morbid conditions |
| Primary Medical Diagnosis Descriptor/Code | The descriptor(s) and ICD-10 code(s) for any primary medical diagnosis, where relevant | Optional - to enable outcomes data to be analysed with reference to multiple co-morbidities |
| Additional Medical Diagnosis Descriptor(s)/Code(s) | The descriptor(s) and ICD-10 code(s) for any additional medical diagnoses, where relevant | Optional - to enable outcomes data to be analysed with reference to multiple co-morbidities |
| TOMs Scale Primary/Secondary | This indicates whether the TOMs scale is 'primary' or 'secondary' | Required |
| TOMs Scale | The name of the TOMs scale that was used (Enderby and John 2019) | Desirable - to identify the TOMs scale used to rate the patient |
| TOMs Scale ID | The identifying number of the TOMs scale that was used (Enderby and John 2019). The Core Scale is coded as 0 (zero). | Desirable - to verify the TOMs scale used to rate the patient |
| 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 | Desirable - to tie together scores into a rating (if this is not available, the date that the rating was made may serve the purpose) |

| Field | Description | Required/Desirable/Optional |
|--------------------------------|--|--|
| | Wellbeing Carer Wellbeing – optional | |
| Rating Type | S = Admission/Initial Assessment/First Rating/Start of Episode I = Interim/On-Going (optional) F = End of Episode/Final Rating/Discharge | Required – to determine the sequence of ratings in an episode of care |
| Rating Date | The date the TOMs ratings was made | Required – to enable outcomes over time to be tracked |
| TOMs Domain³ | The domain of the TOMs being scored: Impairment (Primary) Impairment (Secondary) – optional Activity (Primary) Activity (Secondary) – optional Participation Wellbeing Carer Wellbeing – optional | Required – to link scores with domains of the TOMs |
| 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 | Required |

³ Some TOMs scales do not follow the typical pattern:

- 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) and AAC Support (optional).
- For SLT services using the velopharyngeal dysfunction adapted scale, the TOMs domains are: Impairment (velopharyngeal dysfunction), Impairment (articulation), Activity, Participation, Wellbeing, Carer-wellbeing (optional)

| Field | Description | Required/Desirable/Optional |
|---|--|-----------------------------|
| | left blank (null). | |
| <i>End-of-episode/Discharge Code/Description</i> | A description of the reason for the end of the episode/discharge. The standard list used in the ROOT is: Advice only (no intervention); Declined treatment; Did not attend; Died; Different intervention required; End of episode of care (to be reviewed); Intervening illness/medically unwell; Moved out of area; Recovered (therapy not required); Therapy complete (discharged); Therapy no longer appropriate; Transferred to another service; Unknown/other | Optional |
| <i>Local/user-defined fields</i> | 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. | Optional |