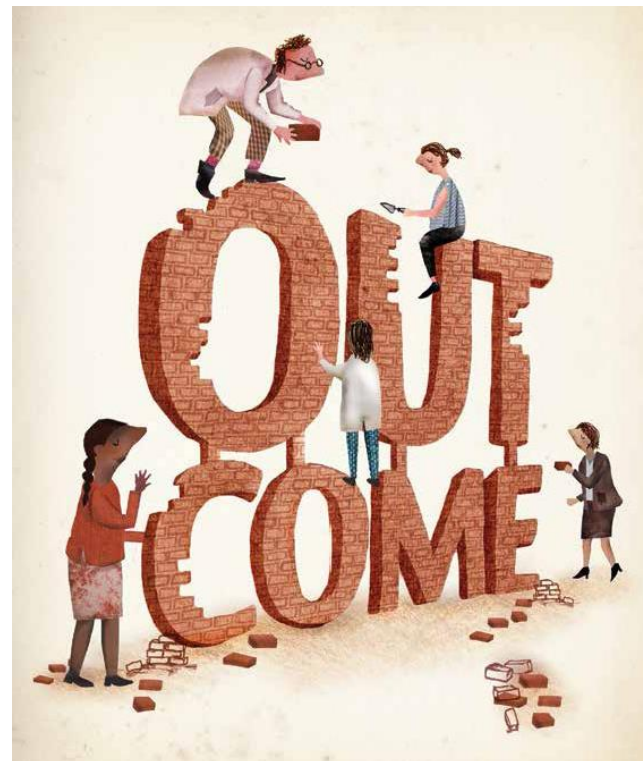


# ***RCSLT Online Outcome Tool***

## ***Module 2: Direct data entry***



For further information, contact:  
[ROOT@rcslt.org](mailto:ROOT@rcslt.org)

# Introduction

- This module is designed for those using the ‘direct data entry’ method of recording TOMs in the ROOT

Direct data entry

- Data is entered directly into the ROOT

Data upload

- Data collected in local electronic systems is exported and uploaded to the ROOT

- This means that you will be entering TOMs for each service user directly into the ROOT
- If your service is using the ‘data upload’ method, you should turn to Module 3

# ***ADDING A TOMS FOR A SERVICE USER***

# Adding a TOMs for a new service user



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

Welcome to the ROOT

## My Dashboard

Number of draft ratings: 0

[View my recent patients](#)

## NEWS

### Recent changes to the ROOT

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

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

### Erratum for the TOMs AAC adapted scale

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

### TOMs Development/Test System

# Adding a TOMs for a new service user

You are here: Home → Patient Search

Patient Search | [Add Patient](#)

## Search for patient

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

If you entered an identifier that was less than three characters long, you will be prompted to search for it (e.g. 008 or 027)

Search

Click 'Add patient'

## My Recent Patients

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

# Adding a TOMs for a new service user: select gender and year of birth

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

You are here: Home → New Patient

Patient Search | Add Patient

## Add Patient

Gender:

Year of birth:

Save and Add Identifiers

The ROOT collects information about the service user's **gender** and **year of birth** only to minimise the risks associated with individuals being identifiable from the data

Click '**Save and Add Identifiers**' to add a unique ID number for the service user

# Adding a TOMs for a new service user: adding identifiers

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

You are here: [Home](#)

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

## Add Patient

Gender:  ▼

Year of birth:  ▼

Identifiers:

Value	
No records to display.	
<a href="#">+ Add New Identifier</a>	<a href="#">Refresh</a>

Select **+ Add new identifier** to record an identifier

[Continue and Add Episode](#) [Add Another Patient](#) [Return to Patient Search](#)

# Adding a TOMs for a new service user: adding identifiers

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

You are here: Home

Patient Search | Add Patient

## Add Patient

Gender: Male

Year of birth: 2013

Identifiers:

Value
No records to display.
Identifier: <input type="text" value="123456"/>
Please make sure the identifier that you enter is at least 3 characters long, otherwise leading zeros (00) will be added.
<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="button" value="+ Add New Identifier"/> <input type="button" value="Refresh"/>

Enter a unique identifier and click **Save**

Click **Continue and Add Episode** to enter TOMs data for the service user

Alternatively, you can **Add Another Patient** or **Return to Patient Search**



# Adding a TOMs for a new service user: adding identifiers

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

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

## Patient Details

Gender: M  
Year of birth: 2013  
Identifiers:

Edit Patient Details

Remove Patient

## Episodes of Care

Created By	Primary C&S Diagnosis	Additional C&S Diagnoses	Primary TOMs Scale	Date Created	Latest Rating Type	Last Modified		
------------	-----------------------	--------------------------	--------------------	--------------	--------------------	---------------	--	--

No records to display.

Add New Episode

Click **Add New Episode** or **Add New AAC Episode** as appropriate

## AAC Episodes of Care

Created By	Primary C&S Diagnosis	Additional C&S Diagnoses	TOMs Scale	Date Created	Latest Rating Type	Last Modified		
------------	-----------------------	--------------------------	------------	--------------	--------------------	---------------	--	--

No records to display.

Add New AAC Episode

Return to Patient Search

# Adding a TOMs for a new service user : selecting diagnostic codes and TOMs scales

## Communication and Swallowing Disorder Descriptor(s)

Primary Communication and Swallowing Disorder  
Descriptor:

Please Select a Diagnosis ▼

Progressive Condition

Additional Communication and Swallowing Disorder  
Descriptor(s) - optional:

Please Select a Diagnosis ▼

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/>

## Medical Diagnoses

Medical Diagnoses (Optional):

## TOMs Scale(s)

Scale 1:

Select a Scale ▼

Scale 2:

Leave blank if not selecting a second scal ▼

Save Episode Details

# Adding a TOMs for a new service user : selecting diagnostic codes and TOMs scales

Select **Communication and Swallowing Disorder Descriptor(s)** for the service user using the drop-down lists

Check this box to indicate a **progressive condition**

## Communication and Swallowing Disorder Descriptor(s)

Primary Communication and Swallowing Disorder Descriptor:

(R13.10) Dysphagia, unsp

Progressive Condition

Additional Communication and Swallowing Disorder Descriptor(s) - optional:

(R47.0) Dysphasia and aph

Diagnosis	Progressive Condition	
(R47.0) Dysphasia and aphasia	<input type="checkbox"/>	Remove

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/>

The ROOT uses ICD10 codes. For more information, following the link to the World Health Organisation webpages.

Click '**remove**' to make a change

# Adding a TOMs for a new service user : selecting diagnostic codes and TOMs scales

Search for any relevant **Medical Diagnoses** (where appropriate) for the service user

## Medical Diagnoses

Primary Medical Diagnosis (Optional):

Additional Medical Diagnoses (Optional):

## TOMs Scale(s)

Primary TOMs Scale:

Secondary TOMs Scale:

Select **TOMs Scale(s)** that you will be using

Save Episode Details

The descriptors for the adapted scales available in the RCSLT Online Outcome Tool are published in the third edition of Therapy Outcome Measures For Rehabilitation Professionals (Enderby & John, 2015). For more information about the adapted scales and descriptors, please click [here](#)

Return to Patient Summary

The **'Help on this page section'** contains some frequently used ICD10 codes to assist you with this

Help on this page

# Adding a TOMs for a new service user : selecting diagnostic codes and TOMs scales

## Medical Diagnoses

Primary Medical Diagnosis (Optional):

Additional Medical Diagnoses (Optional):

## TOMs Scale(s)

Primary TOMs Scale:

Secondary TOMs Scale:

Save Episode Details

When complete, click  
**Save Episode Details**

The descriptors for the adapted scales available in the RCSLT Online Outcome Tool are published in the third edition of Therapy Outcome Measures For Rehabilitation Professionals (Enderby & John, 2015). For more information about the adapted scales and descriptors, please click [here](#)

Return to Patient Summary


# Adding a rating

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

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

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

Primary TOMs Scale: Core Scale

Date of rating:  

Rating Type:  

Select

The descriptors for the adapted scales available in the RCSLT Online Outcome Tool are published in the third edition of the RCSLT Online Outcome Tool (Enderby & John, 2015). For more information about the adapted scales and descriptors, please click [here](#).

Select date of rating

Select rating type:  
**Start of episode**  
**Interim**  
**End of Episode**

When adding a new service user, this defaults to 'start of episode'

# Adding a rating: start of episode

Communication and Swallowing Disorder (Primary): Social (pragmatic) communication disorder ;  
Primary TOMs Scale: Core Scale  
Date of rating: 08 Mar 2018  
Rating Type: Start of Episode

Impairment (Core Scale):

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Save and Next

Enter TOMs score for **Impairment** by selecting relevant score. Click **Save and Next**.

Level	Description
0	The most severe presentation of this impairment
1	Severe presentation of this impairment
2	Severe / moderate presentation
3	Moderate presentation
4	Just below normal / mild impairment
5	No impairment

Activity:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Participation:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Wellbeing:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Carer Well Being:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

The associated descriptors appear next to the scale

To save the rating as draft, please ensure the checkbox below is ticked

Save

# Adding a rating: start of episode

Activity: 

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Level	Description
0	No auronomy, isolated, no social / family life
1	Very limited choices, contact mainly with professionals, no social or family role, little control
2	Some choice and autonomy in one setting
3	Some choice and autonomous in limited number
4	Some restriction in autonomy, integration
5	Integrated, valued, occupies appropriate role

**Enter TOMs score for Activity, Participation, Wellbeing and Carer Wellbeing (where applicable).**

Participation: 

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Wellbeing: 

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Carer Well Being: 

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

To save the rating as draft, please ensure the checkbox below is ticked

Save as draft

**Click 'Save' to save the TOMs ratings, or 'Save as draft' to return later**

The descriptors for the adapted scales available in the RCSLT Online Outcome Tool are published in the third edition of Therapy Outcome Measures For Rehabilitation Professionals (Enderby & John, 2015). For more information about the adapted scales and descriptors, please click [here](#)



# Summary of ratings

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

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

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

Primary TOMs Scale: Core Scale


Secondary TOMs Scale:


[Change TOMs Scale\(s\)](#)

TOMs scores are summarised in a table for each service user

Ratings

[Download Report](#)

Show Multiple Charts - 

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

[Add new rating](#)

[Return to Patient Summary](#)

***ADDING A TOMS FOR A SERVICE  
USER ALREADY ON THE ROOT***

# Searching for a service user



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

Welcome to the ROOT

## My Dashboard

Number of draft ratings: 0

[View my recent patients](#)

## NEWS

### Recent changes to the ROOT

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

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

### Erratum for the TOMs AAC adapted scale

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

### TOMs Development/Test System

# Searching for a service user

Your most recently viewed patients will appear here

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

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

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

## Search for patient

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

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

Search

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

## My Recent Patients

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

# Searching for a service user

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

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

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

## Search for patient

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

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

Search

[Anonymous Patient - 7777](#)

Service users matching the ID number will be displayed. Click on them to view, add or edit.

## My Recent Patients

Identifier	Date Modified
<a href="#">ererer;</a>	06 Sep 2018
<a href="#">1234</a>	04 Sep 2018
<a href="#">0000;</a>	06 Aug 2018
<a href="#">1212;</a>	06 Aug 2018
<a href="#">1010;</a>	06 Aug 2018
<a href="#">9999;</a>	06 Aug 2018
<a href="#">8888;</a>	06 Aug 2018
<a href="#">7777;</a>	06 Aug 2018
<a href="#">6666;</a>	06 Aug 2018
<a href="#">5555;</a>	06 Aug 2018

# Searching for a service user

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

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

Service user's details

## Patient Details

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

List of current and previous episodes of care

Remove Patient

Edit Patient Details

## Episodes of Care

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

## AAC Episodes of Care

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

Add New AAC Episode

# Searching for a service user

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

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

## Patient Details

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

Click **Open** to view, add or edit TOMs ratings

Remove Patient

Edit Patient Details

## Episodes of Care

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

## AAC Episodes of Care

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

Add New AAC Episode

# ***ADDING A NEW RATING***



# Adding a new rating

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

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

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

Primary TOMs Scale: Core Scale

Secondary TOMs Scale:

[Change TOMs Scale\(s\)](#)

## Ratings

[Download Report](#)

Show Multiple Charts -



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

[Return to Patient Summary](#)

[Add new rating](#)

Click **Add new rating** to add scores for an 'Interim' or 'End of Episode'

# Adding a rating – end of episode

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

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

Communication and Swallowing Disorder (Primary):

Social (pragmatic) communication disorder ;

Primary TOMs Scale:

Core Scale

Date of rating:

07/09/2018



Rating Type:

End of Episode



End of Episode or Discharge Code:

Unknown/other



For help or guidance on the discharge codes, please [click here](#)

Patient comments/notes on discharge

Next

Select rating type  
– interim or end  
of episode

# Adding a rating – end of episode

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

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

Communication and Swallowing Disorder (Primary):

Social (pragmatic) communication disorder ;

Primary TOMs Scale:

Core Scale

Date of rating:

07/09/2018

Rating Type:

End of Episode

End of Episode or Discharge Code:

Unknown/other

When adding an end of episode TOMs, you have the option of selecting the end of episode status. The default option is **Unknown/other** but other options include **Therapy complete (discharged)** and **Transferred to another service**.

For help or guidance on the discharge codes, please [click here](#)

Patient comments/notes on discharge

Guidance to support use of these code is available here

Next

# Adding a rating

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

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

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

Primary TOMs Scale: Core Scale

Secondary TOMs Scale:

Change TOMs Scale(s)

## Ratings

Download Report

Show Multiple Charts -



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

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

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

Return to Patient Summary



A new instance cannot be added if the previous instance was saved as **draft**

# ***COMPLETING A DRAFT RATING***

# Completing a draft rating

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

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

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

Primary TOMs Scale: Core Scale

Secondary TOMs Scale:

Change TOMs Scale(s)

Ratings

Download Report

Show Multiple Charts -



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

To complete a **draft** rating, click **View**

Why can't I add a new rating?

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

[Return to Patient Summary](#)

# Completing a draft rating

Impairment (Core Scale):

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Save and Next

Level	Description
0	The most severe presentation of this impairment
1	Severe presentation of this impairment
2	Severe / moderate presentation
3	Moderate presentation
4	Just below normal / mild impairment
5	No impairment

Activity (Core Scale):

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Participation:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Wellbeing:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Carer Well Being:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

To save the rating as draft, please ensure the checkbox below is ticked

Save

Save as draft

Verify the TOMs ratings and click **'Save'** to complete

The descriptors for the adapted scales available in the RCSLT Online Outcome Tool are published in the third edition of Therapy Outcome Measures For Rehabilitation Professionals (Enderby & John, 2015). For more information about the adapted scales and descriptors, please click [here](#)

# ***EDITING A RATING***



# Editing a rating

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

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

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

Primary TOMs Scale:

Core Scale

Secondary TOMs Scale:

Change TOMs Scale(s)

Ratings

Download Report

Show Multiple Charts -



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

To edit a rating,  
click **View**

Why can't I add a new rating?

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

Return to Patient Summary

# Editing a rating

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

You are here: Home → Patient Search → Anonymous Patient (123456;) → Episode: → Interim (07 Sep 2018)

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

Primary TOMs Scale: Core Scale

Date of rating: 07 Sep 2018

Rating Type: Interim

Impairment (Core Scale):

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	Edit
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---	------

Activity (Core Scale):

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	Edit
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---	------

Participation:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	Edit
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---	------

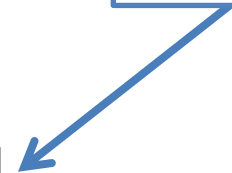
Wellbeing:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	Edit
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---	------

Carer Well Being:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	Edit
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---	------

To amend a rating, click **Edit**



Back to Episode of Care

The descriptors for the adapted scales available in the RCSLT Online Outcome Measures For Rehabilitation Professionals (Enderby & John, 2015). For more information about the adapted scales and descriptors, p

To cancel, click **Back to Episode of Care**

Measures For Rehabilitation Professionals (Enderby &

# Editing a rating

Communication and Swallowing Disorder (Primary):

Social (pragmatic) communication disorder ;

Primary TOMs Scale:

Core Scale

Date of rating:

07 Sep 2018

Rating Type:

Interim

Impairment  
(Core Scale):

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Activity (Core  
Scale):

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Select the correct score(s)

Participation:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

You are about to update an existing score - you must provide a comment about the change

Human error with inputting score

Save and Close

Cancel

Level	Description
0	Total dependent / unable to function
1	Assists / cooperates but burden of task / achievement falls on professional or caregiver
2	Can undertake some part of task but needs a high level of support to complete
3	Can undertake task / function in familiar situation but requires some verbal / physical assistance
4	Requires some minor assistance occasionally or extra time to complete task
5	Independent / able to function

You will be required to provide a reason for making the change, then click **Save and Close**

Carer Well  
Being:

N/A	0	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
-----	---	-----	---	-----	---	-----	---	-----	---	-----	---

Edit

Back to Episode of Care

# Editing a rating

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

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

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

Primary TOMs Scale: Core Scale

Secondary TOMs Scale:

[Change TOMs Scale\(s\)](#)

Ratings

[Download Report](#)

Show Multiple Charts -



Rating Type	Date of rating	Created By	Impairment	Activity	Participation	Well Being	Carer Well Being	Draft	Date Last Modified			
Start of Episode	07 Sep 2018	ROOT Test	3.5	3.5	3.5	3.5	3.5	<input type="checkbox"/>	07/09/2018 12:04:58		<a href="#">View</a>	<a href="#">Delete</a>
Interim	07 Sep 2018	ROOT Test	3.5	3.5	3	3.5	3.5	<input type="checkbox"/>	07/09/2018 12:19:53		<a href="#">View</a>	<a href="#">Delete</a>

Any changes are highlighted in the summary table. Click **View Changes** for more information



[View Changes](#)

[Add new rating](#)

[Return to Patient Summary](#)

# ***AMENDING A TOMS SCALE***

# Amending the TOMs scale

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

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

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

Primary TOMs Scale: Core Scale

Secondary TOMs Scale:

Change TOMs Scale(s)

If using the Core Scale, you can amend this to an Adapted Scale

Ratings

Download Report

Show Multiple Charts -



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

Add new rating

Return to Patient Summary

# Amending the TOMs scale

### Change Scale

To change a scale from core to an adapted scale, please give the reason below and select the new scale.

New Scale:

Select the adapted scale required and provide a reason for changing the scale. Then click **confirm**.

# ***ADDING A NEW EPISODE OF CARE***



# Adding a new episode of care

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

## Patient Details

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

After the end-of-episode rating has been recorded, users are given the option to **Add New Episode**

Remove Patient

Edit Patient Details

## Episodes of Care

Created By	Primary C&S Diagnosis	Additional C&S Diagnoses	Primary TOMs Scale	Date Created	Latest Rating Type	Last Modified		
ROOT Test	Social (pragmatic) communication disorder ;		Core Scale	07 Sep 2018	End of Episode	07/09/2018 12:04:23	Open	Delete
ROOT Test	Social (pragmatic) communication disorder ;		Core Scale	07 Sep 2018	End of Episode	07/09/2018 12:23:18	Open	Delete

Add New Episode

## AAC Episodes of Care

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

Add New AAC Episode

# ***REMOVING AN EPISODE OF CARE***

# Removing an episode of care

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

## Patient Details

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

Click **Delete** and explain the reason for removing the episode

Remove Patient

Edit Patient Details

## Episodes of Care

Created By	Primary C&S Diagnosis	Additional C&S Diagnoses	Primary TOMs Scale	Date Created	Latest Rating Type	Last Modified		
ROOT Test	Social (pragmatic) communication disorder ;		Core Scale	07 Sep 2018	End of Episode	07/09/2018 12:04:23	Open	Delete
ROOT Test	Social (pragmatic) communication disorder ;		Core Scale	07 Sep 2018	End of Episode	07/09/2018 12:23:18	Open	Delete

Add New Episode

## AAC Episodes of Care

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

Add New AAC Episode

# Removing an episode of care

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

## Patient Details

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

The deleted episode is recorded here. Click **Show deleted episodes** for further details

Remove Patient

Edit Patient Details

## Episodes of Care

There are currently 1 deleted episodes for this patient -  Show deleted episodes

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

Add New Episode

## AAC Episodes of Care

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

Add New AAC Episode

# Removing an episode of care

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

## Patient Details

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

Remove Patient

Edit Patient Details

The deleted episode will appear in the table

## Episodes of Care

There are currently 1 deleted episodes for this patient -  Show deleted episodes

Created By	Primary C&S Diagnosis	Additional C&S Diagnoses	Primary TOMs Scale	Date Created	Latest Rating Type	Last Modified		
ROOT Test	Social (pragmatic) communication disorder ;		Core Scale	07 Sep 2018	End of Episode	07/09/2018 12:04:23	Open	Delete
ROOT Test	Social (pragmatic) communication disorder ;		Core Scale	07 Sep 2018	End of Episode	07/09/2018 12:23:18		Deleted

Add New Episode

## AAC Episodes of Care

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

***EDITING INFORMATION  
ABOUT A SERVICE USER***

# Editing information about a service user



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

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

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

## Search for patient

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

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

Search

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

## My Recent Patients

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

# Editing information about a service user

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

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

## Patient Details

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

Click **Edit Patient Details**

Remove Patient

Edit Patient Details

## Episodes of Care

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

## AAC Episodes of Care

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

Add New AAC Episode



# Editing information about a service user

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

You are here: Home

Patient Search | Add Patient

## Add Patient

Gender:

Year of birth:

Identifiers:

Value	
123456	<a href="#">Edit</a>
<a href="#">+ Add New Identifier</a>	
<a href="#">Refresh</a>	

Check that the gender and year of birth are correct, or amend as required.

Add Another Patient

Continue and Add Episode

Return to Patient Search

To change or add an identifier click **Edit**

# Editing information about a service user: adding or amending an identifier

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

You are here: Home

Patient Search | Add Patient

## Add Patient

Gender:

Year of birth:

Identifiers:

Value	
123456	<input type="button" value="Edit"/>
Identifier: <input type="text" value="TYH9574"/>	

Please make sure the identifier that you enter is at least 3 characters long, otherwise leading zeros (00) will be added.

Enter new identifier  
and then click **Save**

Add Another Patient

Continue and Add Episode

Return to Patient Search

# ***REMOVING A SERVICE USER***

# Removing a service user

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

## Patient Details

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

Click Remove patient

Remove Patient

Edit Patient Details

## Episodes of Care

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

## AAC Episodes of Care

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

Add New AAC Episode

# Removing a service user

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

**Remove Patient** Close

To remove a patient, you must enter a valid reason.

Confirm Cancel

Provide the reason and click **Confirm**

[Return to Patient Search](#)

# Removing a service user

## Therapy Outcome Measures

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

You are here: [Home](#) → [Patient Search](#) → Anonymous Patient (234234;)

### Patient Details

This patient has been removed.

Gender:  
Year of birth:  
Identifiers:      Local ID      234234

***NEXT STEPS***

# Next steps

- Proceed to Module 4 for more information about generating reports using the ROOT
- Contact [ROOT@rcslt.org](mailto:ROOT@rcslt.org) should you have any queries or questions. Alternatively, use the 'Leave Feedback' button on the ROOT.