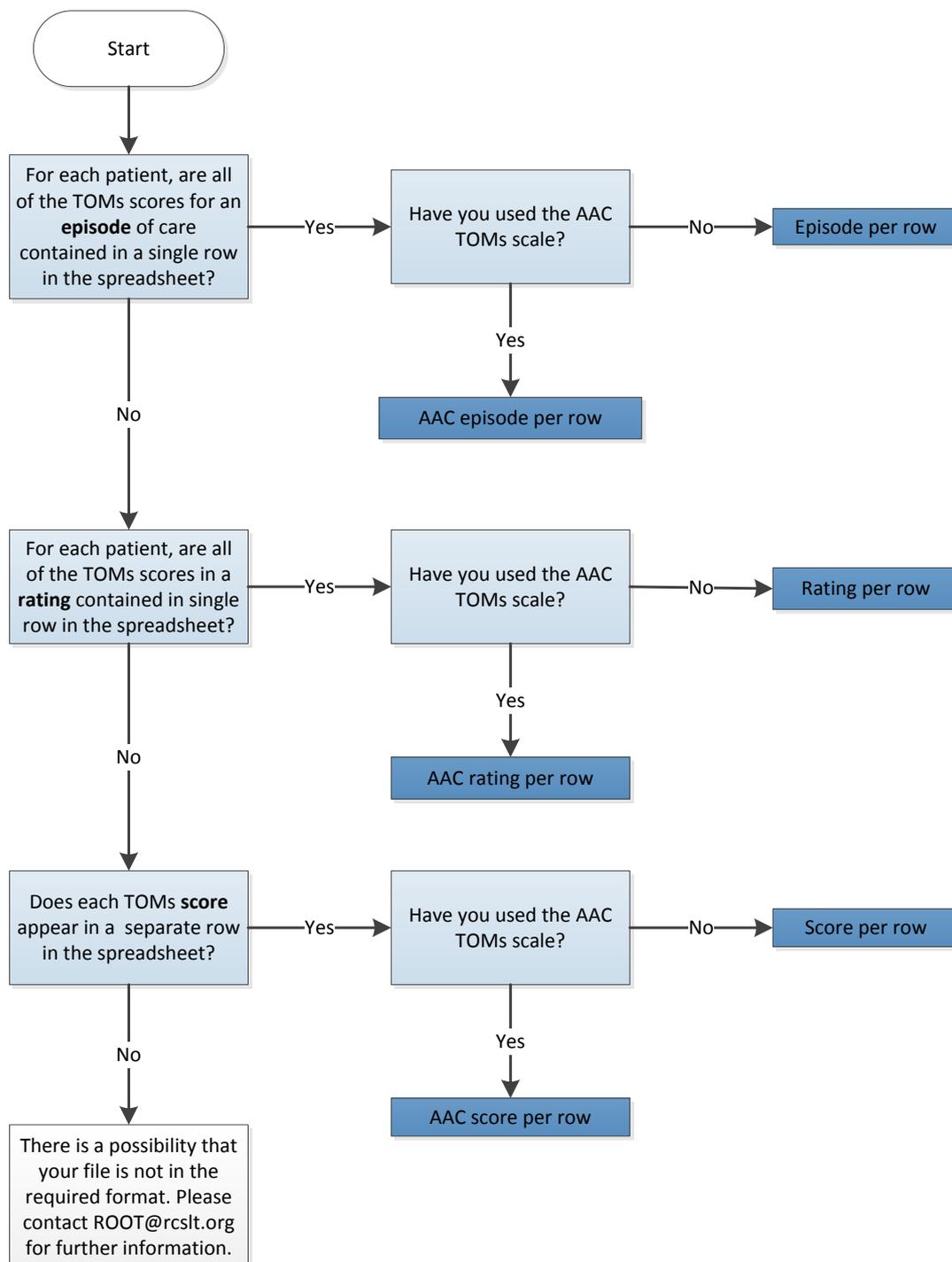


## Identifying the type of the file you are uploading to the ROOT

The ROOT has been developed to enable file structures of three main types to be uploaded: 'Episode per row', 'Rating per row' and 'Score per row'.

The flowchart, below, has been developed to support you with identifying which type of file you have. Please refer to the [data specification](#) for a more detailed description and illustrations of each file type.



## Glossary

### AAC TOMs scale

The **AAC TOMs scale** is one of the published adapted scales of the TOMs. The structure of this scale differs from the majority of the other condition-specific TOMs scales and as a result, files containing AAC TOMs data will be structured differently.

### 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.

### Episode per row file type

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

### 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.

### Rating per row file type

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.

### 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.

### Score per row file type

In file of this type, the scores for each domain of TOMs appear on separate rows of the spreadsheet.