Dataset Changes 2024 - Data entry FAQs

These FAQs focus on data entry queries and the transition to the new webtool. For queries specific to the new dataset questions and helpnotes please see the relevant FAQs document.

Along with this document, please refer to the datasets, helpnotes, and initial webinar recordings and slides to help answer your queries. We would ask that you review these resources first before emailing the helpdesk. These resources and others can be found on the webtool [here](.).

FAQs

<u>Moving to the new webtool</u>
What will happen to my SSNAP account on 1st October?
Your SSNAP account will be automatically moved over onto the new SSNAP webtool. However, you will be sent an email to your registered email address on 1st October and you will be required to reset your password.

What do I need to do to prepare my team for the webtool changes?
- Make sure the list of users registered for your team is up to date.
- Make sure there is a **lead** and **second lead** registered for your team.
- Let us know if anyone should be removed from your team list.
- Make sure your registered email address is correct.
- Check that everyone who should have access to SSNAP has a unique account set up.

<u>Resources and tools</u>
What resources will be made available and when will they be shared?
Current resources include:
- Datasets (updated 19/06/2024) and helpnotes
- Webinar recordings and slides
- Dataset and helpnotes FAQs
- Therapy Factsheet
- Import/export specification for inpatient teams
- Printable form – printable version of community dataset for teams using paper data collection methods.
- Data entry FAQ - (this document)
- An updated version of the therapy calculator
- Import/export specification for community teams
- Key indicator FAQs
- Key steps & checklist
- Reporting periods flowcharts

Resources coming soon:
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- The updated DIY analysis tool will be available from October

[All available resources and upcoming resources can be found here.](.)

Do any of the pilot sites have any useful tips or knowledge to pass on?
Starting from May, SSNAP will host provider-led sessions which aim to showcase good practice and encourage shared learning. Some pilot sites will present at this first session on May 24th and can share some of their experience. Details of registration for this event will be shared in due course.

What other engagement events will SSNAP host focussing on the dataset changes?
<u>Webinars</u> – The next webinar will be in June and will focus on updates to key indicators and scoring for inpatient teams and reported measures for community teams. Previous webinar recordings and slides are available.
<u>Shared learning sessions</u> – These new provider-led sessions will start in May and be run quarterly. The first session will focus on data entry.
<u>Technical sessions</u>- These will run monthly for 3 months starting in October once the new dataset is in use. They will focus on technical aspects of answering the new questions and entering the data.

Registration for these events will be made available on the webtool and further information will be shared with registered users prior to each event.

<u>Discharges/transfers after 1st October.</u>
Should I move existing patients over to the new dataset in October?
You will not be required to move any existing patients over to the new dataset after 1st October. You should continue to complete all admissions prior to 1st October on the current dataset.

If a record is started on the current dataset and is transferred to another team after 1st July, will it be transferred to the new dataset?
No, the record will remain as the current dataset for all admissions before the 1st October.

From 1st July, what happens to records that have not been discharged or transferred to another team?
Records started before 1st October will remain and continue with the current dataset after 1st October. These records can then be locked and transferred once completed. We encourage teams to enter and lock records for July- September 2024 before the end of September, if possible. This is to make the transition to the new dataset as simple as possible and minimise having to enter data on two datasets at once.

When completing records that have not been discharged or transferred by 1st October, do all sections have to be completed?
Relevant sections will still need to be completed. There may be a brief period where some teams may need to enter data for both datasets therefore It will **NOT** be a mandatory requirement to enter therapy applicability, days, and minutes for records in section 4 with the existing dataset from 1st October.

<u>Import/exporting</u>

Will the SSNAP import function be updated to support the new dataset? What is the timeframe for this?

Yes, you will be able to import data into the new dataset. The import & export specification for the new inpatient dataset and community dataset is available [here](#).

Is the way we can import data into SSNAP changing?

Operationally, no it is not changing. Importing data into SSNAP will work via a csv file. We will provide the csv file and the import rules as before. We will not be syncing via an EPR system. What has changed is that community teams will now be able to import their data into SSNAP.

How will community teams be able to import data into SSNAP?

From 1st October community teams will have the ability to import via CSV files. This is due to community and inpatient teams now having different dataset questions for sections 4 and 7. More information on Import and export specification for community dataset will be available soon.

Will there still be a Section 9 after 1st October?

Yes, section 9 will still be available for teams no changes have been made to this. More information can be found [here](#).

Are there any changes to the data-locking deadline?

No, the data locking deadlines will remain the same.

Will the 4 weekly blocks have to be submitted every 4 weeks, or all on discharge?

Records should continue to be locked at discharge, not every 4 weeks. The data-locking schedule is not changing (quarterly for inpatient teams, 6-monthly for community teams).

Are the dates of the 4-week blocks the same for all patients?

No, the start and end dates of the blocks for therapy data entry are based on the patient's admission date. They will be automatically calculated based on the admission date entered onto the SSNAP record.