

# Key steps checklist

## Review current SSNAP practice

- How are minutes and days of therapy delivery currently determined and by whom?
- What paper or electronic systems and templates are used?
- How is data entered on SSNAP and by whom?
- Are there are parts of this process that could be improved and if so how?

Local data flow diagrams

## Discuss dataset changes and help notes

- Discuss the new dataset and key changes as a multidisciplinary team
- Discuss help notes as a multidisciplinary team
- Consider how treatment and care under each heading will be determined
- Adapt current collection approaches so that minutes and days can be accurately recorded
- Define roles so that data related responsibilities within the team are acknowledged

Dataset proforma and help notes

Spreadsheets

Therapy calculators

## SSNAP user group engagement

- Share good practice and support across ISDNs
- Present at national SSNAP webinars

Recordings of presentations  
FAQ

## Local Electronic patient record (EPR) systems

- Engagement with IT and business performance teams
- Requires longer period of time
- Trial different approaches whilst changes are being made

Import/export CSV file

## Consistency is key

- No double counting
- Outcome measure use

SSNAP resource

Local resource