

ppm+

Criteria Led Discharge

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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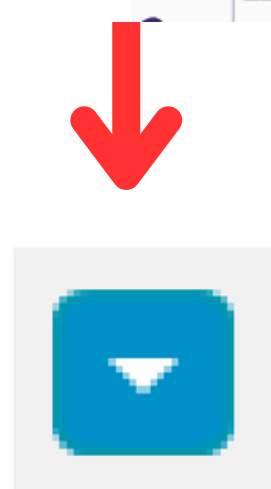
For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

How to access the eForm via the desktop

1

Action	Ward	Bed	Patient	Age	Time Since Arrival	Consultant	Specialty	LOS	Criteria Led Discharge	R2R	K2K / Awaiting for Discharge	EDD	Planning	EDID	Clinical Summary	eDAN
	TEST EPR ZZZ	Bed18														
▼	TEST EPR ZZZ	Bed 19	TEST Summer	33y	475d 43m	KWH	Gynaecology	475d				?	On Ward			?
▼	TEST EPR ZZZ	Bed 20	TESTPATIENT Itu	66y	544d 2h 36m	LMB	Paediatric Respiratory Medicine	544d				08-Apr-2020	On Ward	RCS-N (7) (Draft)	test + test + more clinical summary	Clinician
▼	TEST EPR ZZZ	Bed 21	EDITESTPATIENT Twentyone	10y	546d 3h 24m	JRT	Clinical Genetics	560d	!			?	On Ward	RCS (2) (Sent)		Clinician
▼	TEST EPR ZZZ	Bed 22	AGRO-TWO Test	40y	479d 1h 32m	AADC	Neurology	479d				?	On Ward			?
▼	TEST EPR ZZZ	Bed 23	TESTTEAM Twoppm	87y	532d 3h 12m	MSA	Surgery	532d					On Ward		PMH + ADMISSION: TEST + test	?



- Single Patient View
- eMeds
- Add Clinical Note
- Dictation (EPRO)
- Add Clinical Document
- Handover
- Manage Custom List

The Criteria Led Discharge (CLD) eForm can be accessed via the **Ward View** by clicking onto the **Action button** next to a patient's name and selecting **Add Clinical Document**.

Selecting **Single Patient View** will take you to the patient's record, where the CLD eForm can also be accessed.

2

Hospital/ICR	Filter Events...	Show Booked and Delivered																																																			
<ul style="list-style-type: none"> Actions View Patient Details View Audit Log Clinical Record Types EDITESTPATIENT, Twentyone All Alerts (18) Allergies eMeds Allergies Audits/Tracking Clinical Documents (72+) Dictation (EPRO) WINDIP Scanned Notes Encounters/Events (127) Medications External Systems BMJ Best Practice UpToDate Leeds Health Pathways 	<p>Summary</p> <p>2020</p> <table border="1"> <tr><td>02-Nov-2020</td><td>Alerts</td><td>Data Quality</td></tr> <tr><td>21-Oct-2020</td><td>Alerts</td><td>Data Quality</td></tr> <tr><td>26-Aug-2020</td><td>AHP Asses</td><td>AHP Consultation Occupational T...</td></tr> <tr><td>28-Jun-2020</td><td>Alerts</td><td>Data Quality</td></tr> <tr><td>09-Jun-2020</td><td>Alerts</td><td>Data Quality</td></tr> <tr><td>29-Apr-2020</td><td>Patient Prefe...</td><td>ReSPECT: Recommended Summ...</td></tr> <tr><td>23-Apr-2020</td><td>Alerts</td><td>ReSPECT</td></tr> <tr><td>23-Apr-2020</td><td>Alerts</td><td>DNACPR</td></tr> <tr><td>22-Apr-2020</td><td>Investigation</td><td>CT Abdomen</td></tr> <tr><td>22-Apr-2020</td><td>Alerts</td><td>Infection</td></tr> <tr><td>22-Apr-2020</td><td>Investigation</td><td>XR Chest</td></tr> <tr><td>22-Apr-2020</td><td>Alerts</td><td>Infection</td></tr> <tr><td>20-Apr-2020</td><td>Medical Assess</td><td>Focused Assessment Record (Co...</td></tr> <tr><td>20-Apr-2020</td><td>Medical Assess</td><td>Focused Assessment Record (Co...</td></tr> <tr><td>20-Apr-2020</td><td>Medical Assess</td><td>Focused Assessment Record (Co...</td></tr> <tr><td>17-Apr-2020</td><td>Summary</td><td>Observations</td></tr> <tr><td>16 Apr 2020</td><td>Alerts</td><td>Infection</td></tr> </table>	02-Nov-2020	Alerts	Data Quality	21-Oct-2020	Alerts	Data Quality	26-Aug-2020	AHP Asses	AHP Consultation Occupational T...	28-Jun-2020	Alerts	Data Quality	09-Jun-2020	Alerts	Data Quality	29-Apr-2020	Patient Prefe...	ReSPECT: Recommended Summ...	23-Apr-2020	Alerts	ReSPECT	23-Apr-2020	Alerts	DNACPR	22-Apr-2020	Investigation	CT Abdomen	22-Apr-2020	Alerts	Infection	22-Apr-2020	Investigation	XR Chest	22-Apr-2020	Alerts	Infection	20-Apr-2020	Medical Assess	Focused Assessment Record (Co...	20-Apr-2020	Medical Assess	Focused Assessment Record (Co...	20-Apr-2020	Medical Assess	Focused Assessment Record (Co...	17-Apr-2020	Summary	Observations	16 Apr 2020	Alerts	Infection	<p>Add</p>
02-Nov-2020	Alerts	Data Quality																																																			
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16 Apr 2020	Alerts	Infection																																																			

- Clinical Document
- Clinical Note
- Attachment
- Dictation (EPRO)
- Manage Custom List

From the **Single Patient View**, the CLD eForm can be accessed by clicking Add and then Clinical Document.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

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Search for Criteria Led Discharge and select '**Criteria Led Discharge Assessment**' to add a new CLD eForm.

The screenshot shows a dialog box titled "Add Document" with a search bar containing "criteria led discharge". Below the search bar are two dropdown menus: "Show All" and "Sort By Favourites". The search results are displayed under the heading "In Progress (Drafts)" and show "There are no draft documents". At the bottom, there is a red-bordered box containing a search result for "Criteria Led Discharge Assessment" with a star icon and a link labeled "Medical Assessment".

If the CLD eForm is being started for that particular patient, it will be blank.

The screenshot shows the "Criteria Led Discharge" eForm. It includes a "Consultant *" dropdown menu with the selected value "WOOTTON (TEST LCH CONTACT), Dan (Mr) Test Community...". Below this are two input fields: "Date Criteria Led Discharge agreed *" with the value "13/09/2021" and "Time Criteria Led Discharge agreed *" with the value "15:31".

If the eForm has already been completed for that particular patient, that current eForm status will present. The eForm can be edited and viewed from there.

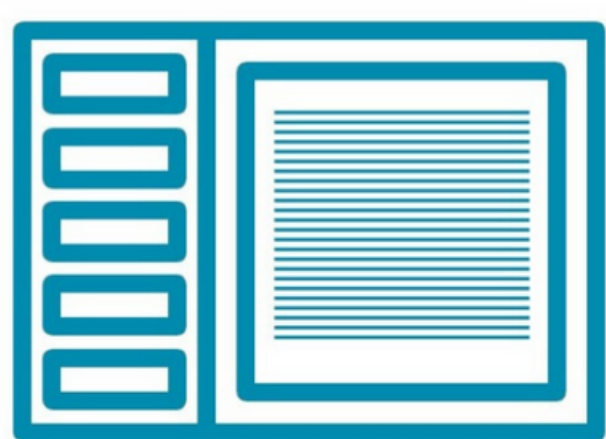
For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

How to access the eForm via the PPM+ mobile app

Useful information for using the PPM+ mobile app

- 1** [Click here](#) for the user guide for logging into the PPM+ mobile app.
- 2** [Click here](#) for the user guide for viewing the Ward View via the PPM+ mobile app.
- 3** [Click here](#) for the user guide for enrolling for single sign on.



eForms

On the Single Patient View, Click on the **eForms** icon.

To find the CLD eForm, type in Criteria Led Discharge Assessment.

Criteria Led Discharge Assessment

Criteria Led Discharge Assessment

Criteria Led Discharge

Consultant *

WOOTTON (TEST LCH CONTACT), Dan (Mr) Test Community... x | v

Date Criteria Led Discharge agreed * **Time Criteria Led Discharge agreed ***

13/09/2021 15:31

13-Sep-2021

The eForm will present the same as the desktop version.

The way this eForm is completed is the same on the desktop and PPM+ mobile app.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

CLD eForm

Consultant *

WOOTTON (TEST LCH CONTACT), Dan (Mr) Test Community... x

Consultant *

smi| v

Consultant *

SMITH, C (Dr) x v

Date Criteria Led Discharge agreed *

When first creating the eForm, it will automatically fill in the name of the Consultant responsible for the patient. This can be edited by clicking on the 'x' next to the Consultant's name, if required.

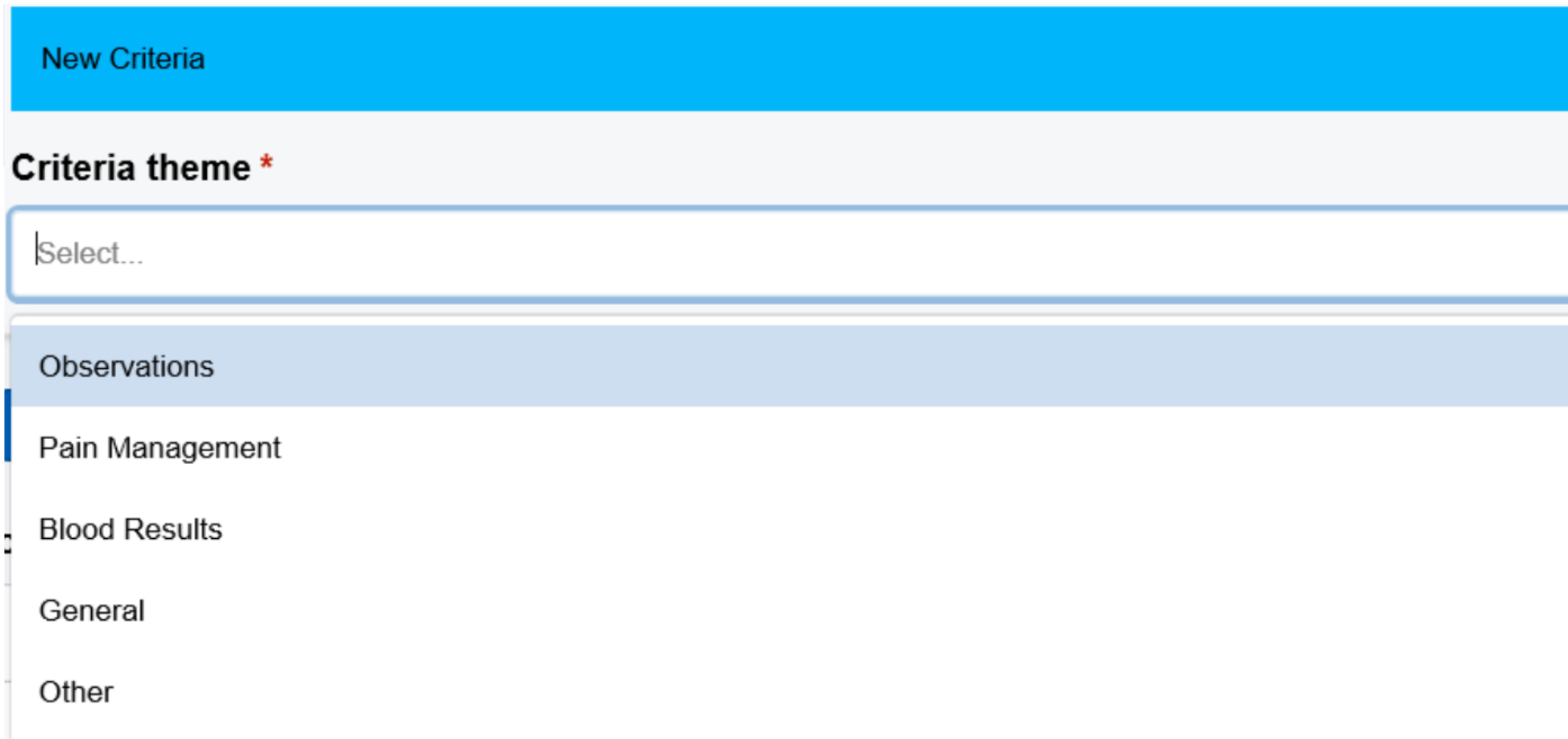
The eForm can be completed on behalf of the senior clinical decision maker (usually Consultant, Registrar or SAS Doctor) by a Registered Health Professional.

The date and time should be correct for when the criteria was agreed. However, it is possible to back date when the Criteria was set.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

There are 5 Criteria themes to chose from:
Observations, Pain Management, Blood Results,
General and Other.



The image shows a screenshot of a web form titled "New Criteria". The form has a light blue header bar with the text "New Criteria". Below the header, there is a label "Criteria theme *" in bold black text. Underneath the label is a dropdown menu with a white background and a blue border. The dropdown menu is open, showing a list of five options: "Observations", "Pain Management", "Blood Results", "General", and "Other". The "Observations" option is currently selected and highlighted with a light blue background. The text "Select..." is visible at the top of the dropdown menu.

Users can select up to 5 criteria themes in total,
this includes multiples of the same criteria
theme.

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

Criteria themes and saving the eForm

Below are the criteria options you will be presented with when you select each of the Criteria Themes.

New Criteria

Criteria theme *

Observations

Observations criteria *

Select...

The patient has been weaned off oxygen and saturations are between X and Y on air

Other

New Criteria

Criteria theme *

Pain Management

Pain management criteria *

Select...

Pain under control

Other

New Criteria

Criteria theme *

Blood Results

Blood results criteria *

B I U ☰ ☷

New Criteria

Criteria theme *

General

General criteria *

The patient has had their bowels open

The patient has had their bowels open

The patient has passed urine

The patient is eating and drinking

Volume in the surgical drain is lower than X

General criteria *

Other

Other general criteria *

B I U ☰ ☷

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

If you select 'Other' or 'Blood Results' as a Criteria Theme, a free text box will open below for you to add more details.

Adding criteria relating to physio assessments or social circumstances is appropriate if applicable to your patient.

Example of 'Physio Assessment' criteria:

The screenshot shows a form with two main sections. The first section is labeled 'Criteria theme *' and contains a dropdown menu with 'Other' selected. The second section is labeled 'Other criteria *' and contains a rich text editor with a toolbar (B, I, U, list icons) and the text 'Seen by physios and deemed safe to mobilise independently with a Zimmer Frame'.

Example of 'Social Circumstances' criteria:

The screenshot shows a form with two main sections. The first section is labeled 'Criteria theme *' and contains a dropdown menu with 'Other' selected. The second section is labeled 'Other criteria *' and contains a rich text editor with a toolbar (B, I, U, list icons) and the text 'Home carers informed of discharge and package of care restarted'.

For further information please contact:

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 0113 206 0599

If you select, 'The patient has been weaned off oxygen and saturations are between X and Y on air' as an Observation criteria, then the eForm will ask you for further details

Criteria theme *
Observations
Observations criteria *
The patient has been weaned off oxygen and saturations are between X and Y on air
Saturation levels (Low) *
88
Saturation levels (High) *
92
Patient has met the above criteria *

If you select 'Volume in the surgical drain is lower than X' as a General criteria then the eForm will ask you for some further information about this

General criteria *
Volume in the surgical drain is lower than X
Volume in surgical drain is lower than *
30

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

When you are adding your Criteria theme, you can also record whether or not the patient has already met this criteria by selecting Yes or No.

Patient has met the above criteria *

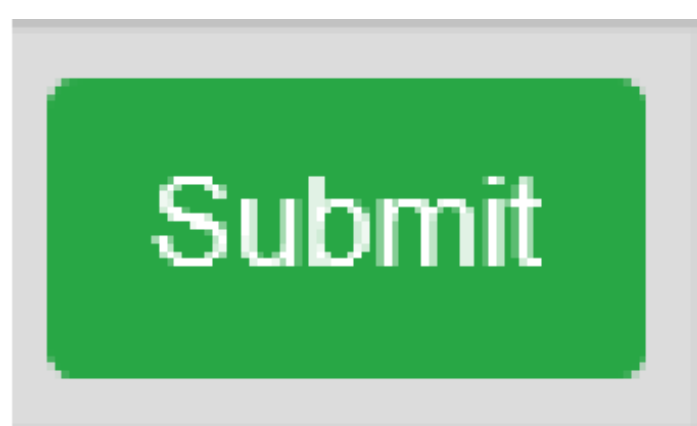
No Yes

Patient has met the above criteria *

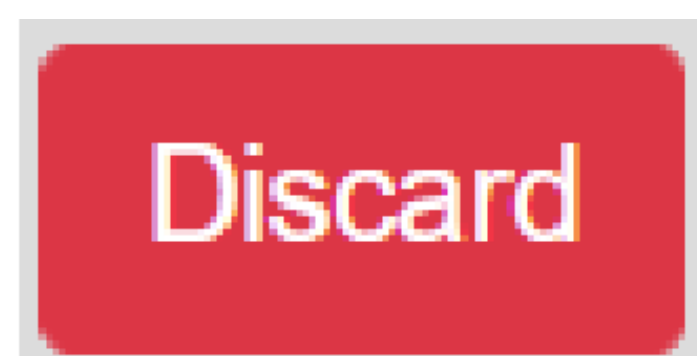
No Yes

The eDAN should be written and authorised at the same time as the criteria are set.

Once all the criteria is set and correct for that present time, click on the Submit button.



If when completing the eForm, either editing or completing for the first time, click on the Discard button to delete any changes you have made.

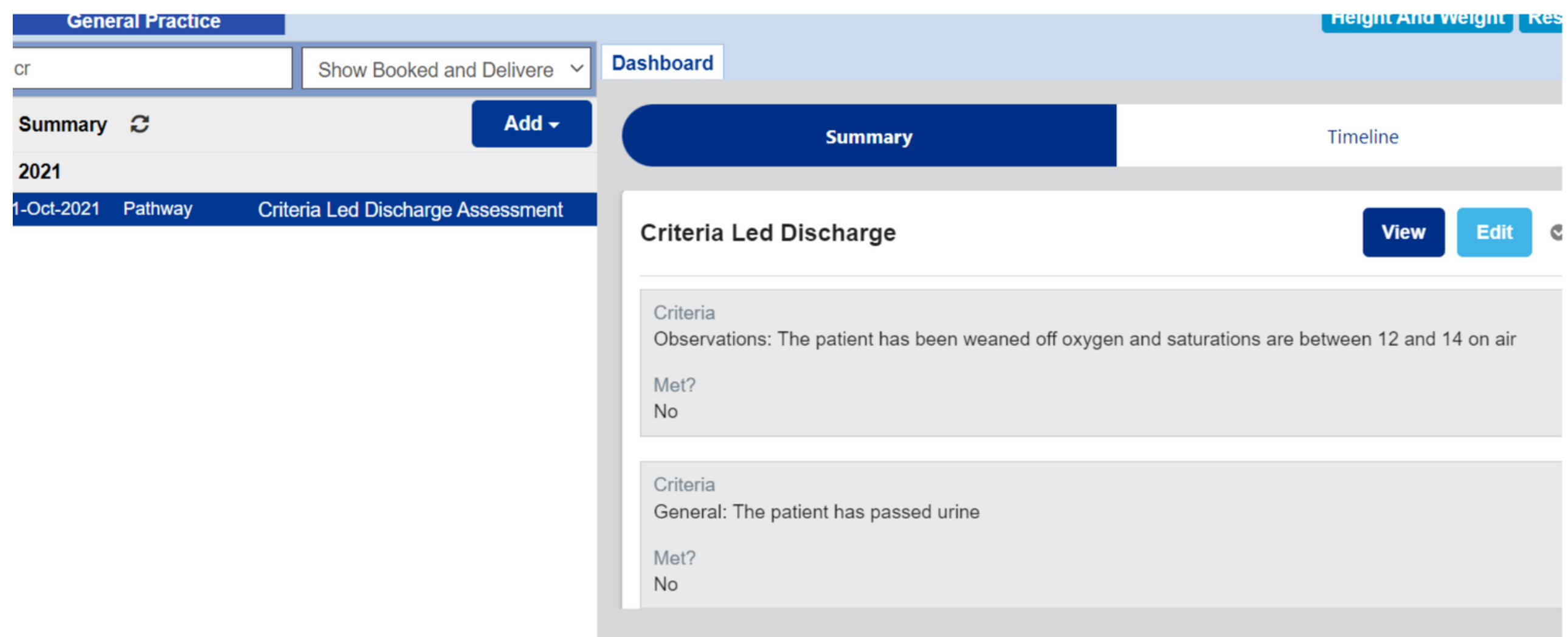


For further information please contact:

 leadsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

Editing/Viewing the eForm in Single Patient View

This is how the CLD eForm will present in the Single Patient View (desktop view), when the eForm is submitted and is clicked on in the summary section. This view is called the Dashboard view.



All of the Criteria Themes and their current status is displayed on the right hand side. If you click on the view button, it will allow you to view the eForm in more detail.

Criteria Led Discharge

Criteria
Observations: The patient has been weaned off oxygen and saturations are between 12 and 14 on air

Met?
No

Criteria
General: The patient has passed urine

Met?
No

For further information please contact:

✉ leadsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599



Click on the Edit button to access the eForm to make any changes or updates. This can only be done by a qualified and competent member of staff.

When editing, you can change the status of a certain criteria to Yes or No, if the patient has or hasn't met that certain criteria

Patient has met the above criteria *

No Yes

Patient has met the above criteria *

No Yes

You can also edit the criteria, if needed, with any additional information or you can remove any information. Example below:

General criteria

Other

Other general criteria *

B I U ☰ ☰

Ind to the toilet

General criteria *

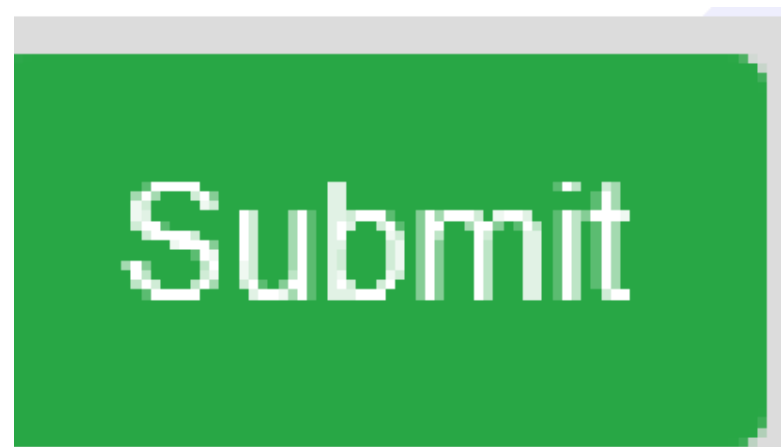
Other

Other general criteria *

B I U ☰ ☰

Ind to the toilet with a zimmer frame

Remember to click on the Submit button, once the eForm is updated.



For further information please contact:

leadsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

Withdrawing a Patient from the Pathway

If when editing the eForm, the patient needs to be removed from the pathway, this can be done by clicking on Yes

13-Sep-2021

Do you want to withdraw this patient from the pathway? *

If you have clicked on Yes, chose the reason why you are withdrawing the patient from the pathway. Then click on Submit.

Do you want to withdraw this patient from the pathway? *

Reason for withdrawing from pathway *

Select...

Patient has become medically unwell

Criteria Led Discharge Pathway no longer appropriate

Other

If Other is selected, you will need to put the reason for the patient being withdrawn from the pathway

Reason for withdrawing from pathway *

Other

Other *

B I U ☰ ☰

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

CLD status on the Multi Patient View/eWhiteboard and Tasks

Criteria Led Discharge	Clinical Summary	eDAN
3/4 ?		Clinician
1/5 ?		?
✓		Clinician
1/5		Clinician
3/4 !		?
2/3 ?		?
✓		?
		?
3/4 !		?
		Clinician !
✓		?

This is how the CLD eForm's status of the criteria themes will present on the Multi Patient View and on the wards's eWhiteboard, when the eForm has been submitted. If no eForm has been submitted, the column will be blank.

Here is a guide to what each of the icons in the Criteria Led Discharge column mean.

Key:



Task is Due



Task is Overdue

Number of criteria met/outstanding will show that patient is on pathway

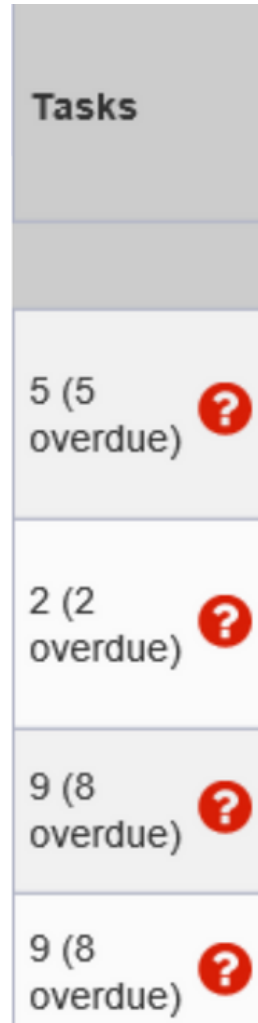


Patient Has Met All Criteria

For further information please contact:

leadsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

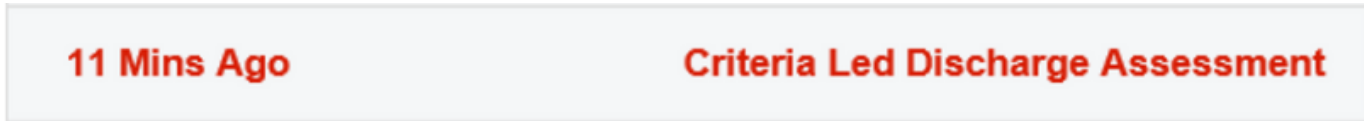
1



On the **Multi Patient View** can look at any overdue tasks for a particular patient by clicking on the **Tasks** column cell for that patient.

2

Click on the task called '**Criteria Led Discharge Assessment**' to open up the eForm.



3



Tasks

Via the PPM+ mobile app on the **Single Patient View**, you can also view any outstanding Criteria Led Discharge tasks for that particular patient by clicking on Tasks.

4

Click on the task called '**Criteria Led Discharge Assessment**' to open up the eForm.



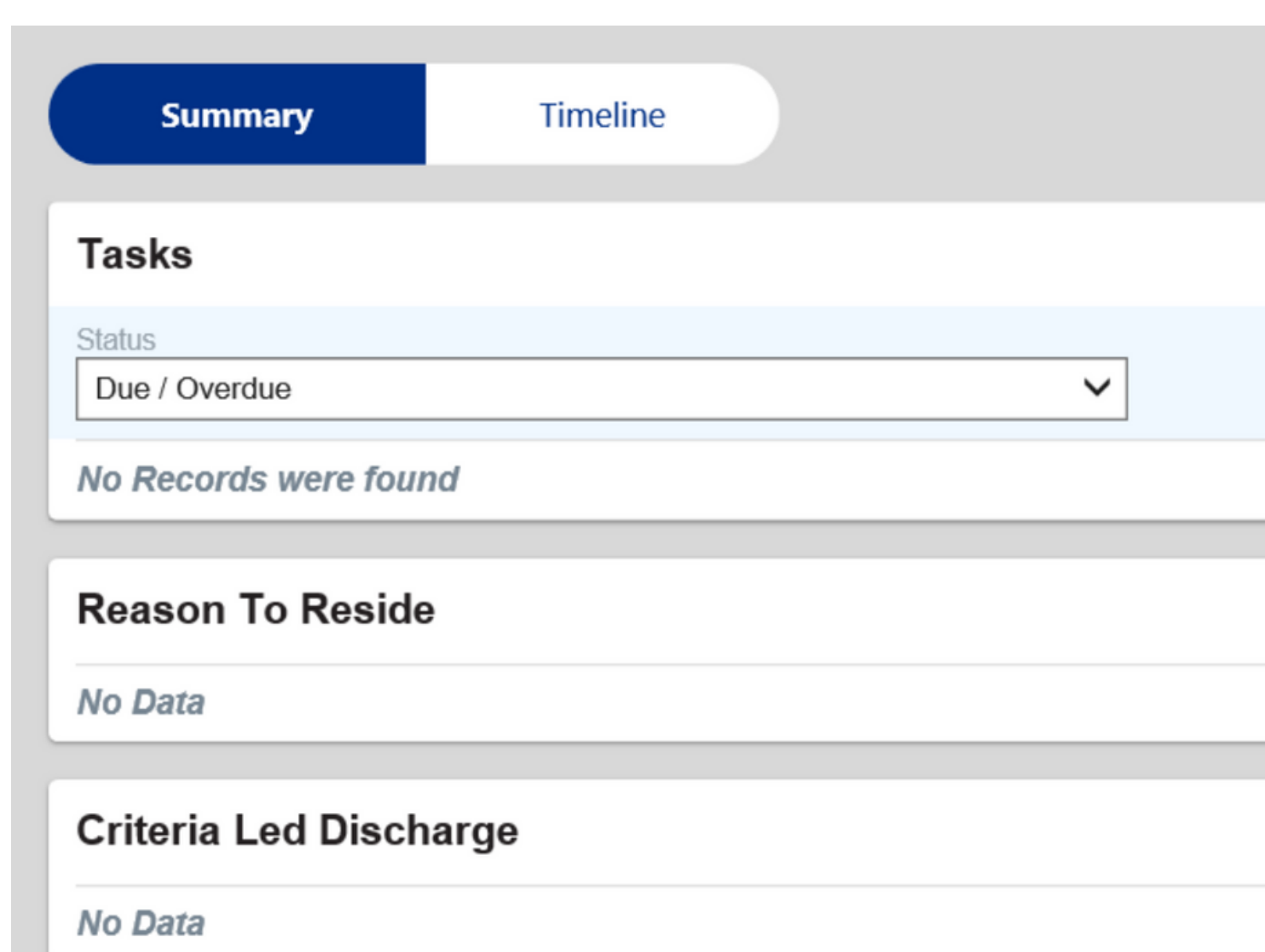
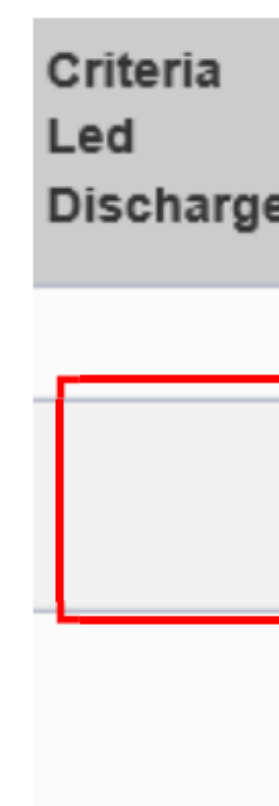
For further information please contact:

✉ leadsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

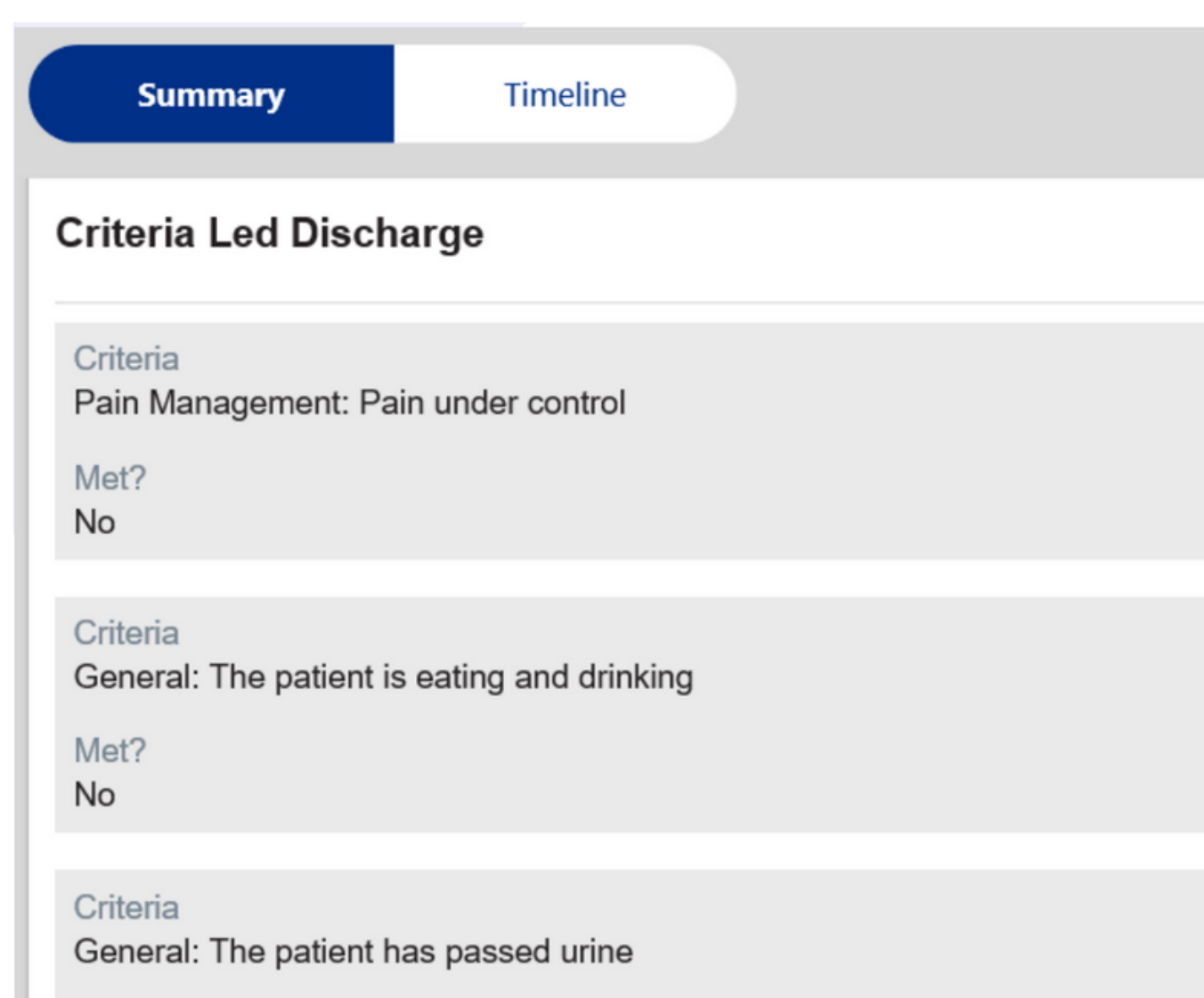
Dashboard View (Desktop only)

To view a patient's CLD eForm status in the **Dashboard View**, click on the Criteria Led Discharge cell for that particular patient. As previously mentioned you can see the dashboard view via the Single Patient View. Some of the functionalities are similar.

A screenshot of the patient dashboard. At the top, there are two tabs: 'Summary' (active) and 'Timeline'. Below the tabs, there are three sections: 'Tasks' with a dropdown menu showing 'Due / Overdue' and 'No Records were found'; 'Reason To Reside' with 'No Data'; and 'Criteria Led Discharge' with 'No Data'.

If the patient hasn't had a CLD eForm started, the dashboard will present like this.

If the patient has had a CLD eForm started, this is how the CLD section will present in the dashboard view.

A screenshot of the patient dashboard showing the 'Criteria Led Discharge' section. It has two tabs: 'Summary' (active) and 'Timeline'. Below the tabs, the 'Criteria Led Discharge' section is expanded, showing three criteria:

- Criteria: Pain Management: Pain under control
Met? No
- Criteria: General: The patient is eating and drinking
Met? No
- Criteria: General: The patient has passed urine

For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

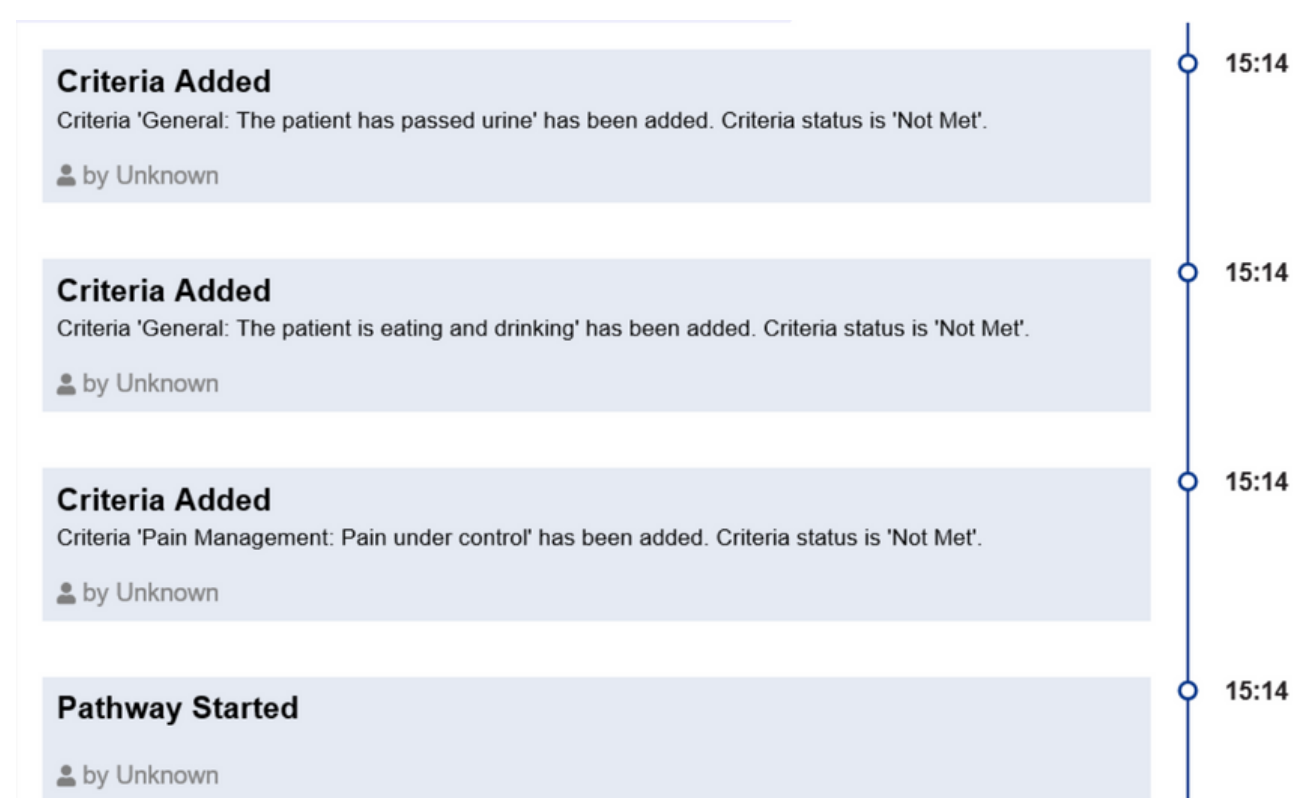
In the dashboard view you can **Edit** and **View** the eForm by clicking on either of these buttons.



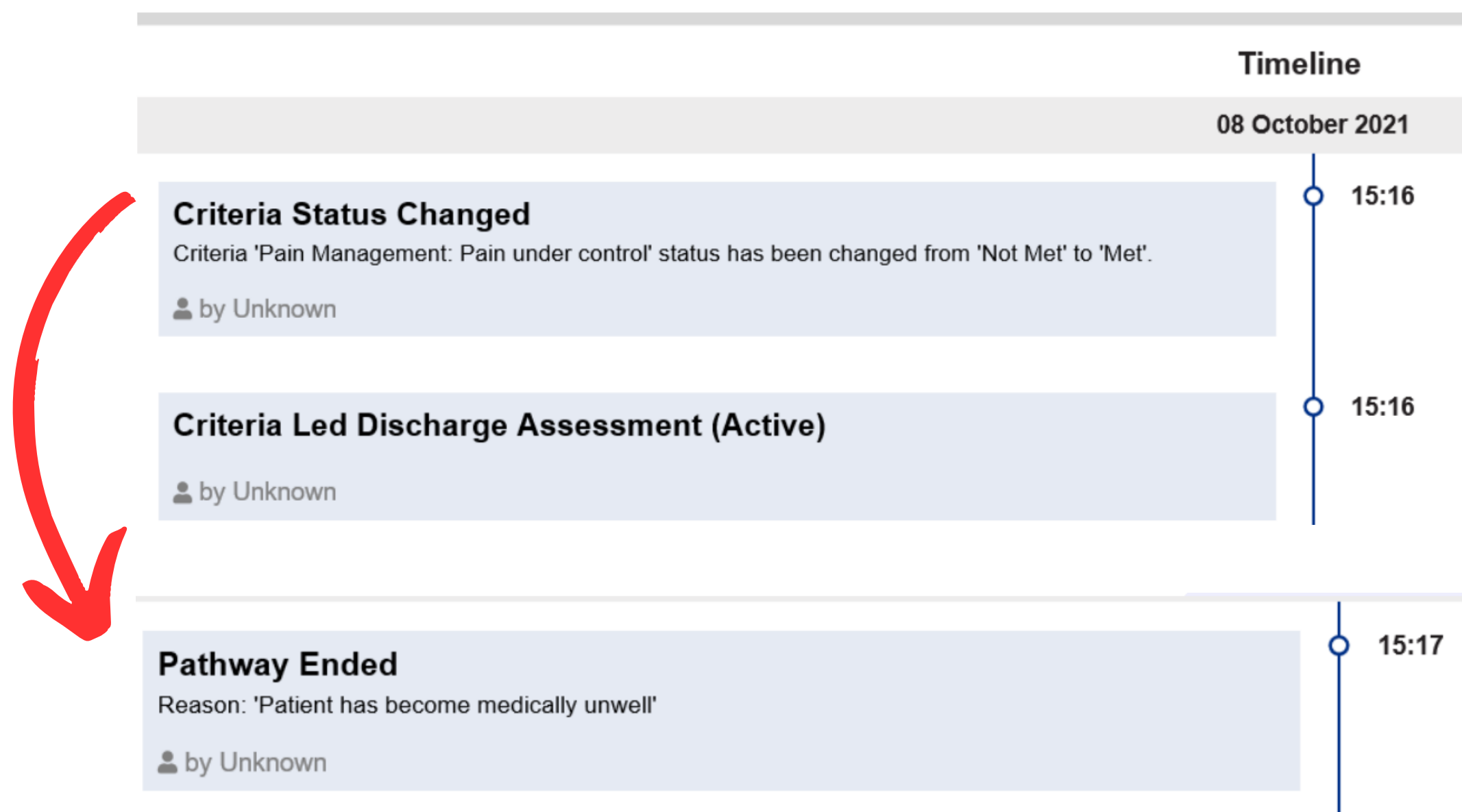
At the top of the dashboard view, you can also view a timeline of events for the CLD eForm by clicking on '**Timeline**'.



Via the PPM+ mobile app on the **Single Patient View**, you can also view any outstanding Criteria Led Discharge tasks for that particular patient by clicking on Tasks.



If you make amendments to the submitted CLD eForm, these can be seen on the timeline too. Examples below.



For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

Useful contacts

Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.



Ext: 60599



leedsth-tr.ImplementationTeam@nhs.net

Informatics Service Desk

Please contact the **Informatics Service Desk** to:

- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.



x26655



<https://lth-dwp.onbmc.com>

If you would like to make a **Request For Work to PPM+**, [Click Here](#) to be taken to the required page on the Trust's intranet

Please contact the **IT Training Department** at ITTraining.LTHT@nhs.net if you require **further training on PPM+** or any other Clinical System.



PPM+ Help Site: <https://www.ppmsupport.leedsth.nhs.uk/>

For further information please contact:



leedsth-tr.ImplementationTeam@nhs.net or



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