

ppm+

# Reason To Reside (R2R)

USER GUIDE



#LeedsDigitalWay

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**For further information please contact:**

✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

# Viewing the R2R, R2R/Awaiting for Discharge, EDD, Planning columns and accessing the Reason to Reside eForm via the Multi Patient View

1

In the **Multi Patient View**, you will see the **R2R, R2R/Awaiting for Discharge, EDD and Planning** columns. The columns' cells for each patient will provide the relevant information that comes under each of the columns. If any of these columns' cells are blank, have an **orange** exclamation mark or a **red** question mark in any of them, then the **Reason to Reside** eForm requires completing or updating for that particular patient.

The **R2R, R2R/Awaiting for discharge, EDD and Planning** columns have a combined purpose in that if you click on any of the cells within these columns for your patient, it will open the **Reason to Reside** eForm.

The **R2R, R2R/Awaiting for discharge, EDD and Planning** columns' cells for your patient will update as and when the **Reason to Reside** eForm is completed or updated.

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Advanced Search

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Sign Out

LEEDS CARE RECORD

Shared information. Better care for you

HomeImplementation, TestfiveWord

Ward View: TEST EPR ZZZ St James's University Hospital, Ward Code: ZZZ

Patient Name...

Ungroup

Select Columns

eWhiteboard View

Action	Ward	Bed	Patient	Age	Time Since Arrival	Consultant	Specialty	LOS	Criteria Led Discharge	R2R / Awaiting for Discharge	EDD	Planning	EDID	Clinical Summary	Medical Jobs	Other Jobs	CR	Abs	Observation	Observation Due	DAS	New VTE	AKI	Fall	PU	Nutr	Care Group/Team	RT	Diet
<div></div>	TEST EPR ZZZ			24y	1192d 55m	MSA	Surgery	1192d												14956h 22m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			29y	1234d 3h 19m	MSA	Surgery	1234d												14956h 22m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			27y	67d 4h 10m	A	Medicine	87d												2091h 55m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			52y	67d 4h 5m (VIA)	A	Medicine	VIA												2091h 50m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			27y	462d 3h 1m	DJ	Cardiology	462d			30-Apr-2024	On Ward	RCS-C (4) (Draft)							11090h 46m (hourly)	NA								
<div></div>	TEST EPR ZZZ			55y	50d 23h 47m	T	Cardiology	51d												1223h 32m (every 15m)	NA							R	
<div></div>	TEST EPR ZZZ			24y	31d 2h 56m	AM	Paediatric Surgery	31d												746h 41m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			60y	128d 21h 46m	A	Medicine	129d												3093h 31m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			56y	128d 21h 48m	A	Medicine	129d												3093h 33m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			57y	128d 21h 49m	A	Medicine	129d												3093h 34m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			52y	128d 21h 50m	A	Medicine	129d												3093h 35m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			24y	154d 4h 48m	AW	Accident and Emergency	154d												3700h 33m (every 15m)	NA								
<div></div>	TEST EPR ZZZ			29y	365d 5h 1m	A	Colorectal	365d												24h 1m (hourly)	NA				No PU, At Risk				

Showing 1 to 40 of 197 entries

First

Previous

1

2

3

4

5

Next

Last

2

To **complete** or **update** any of these columns' cells, click into any of the highlighted columns' cells, as shown above, for your patient. The **Reason to Reside** eForm will then open.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

# Completing/Updating the Reason to Reside eForm

Please note, all mandatory questions have a **red asterisk** next to them and will need to be completed before the eForm can be submitted.

**1** This is how the **eForm** is displayed, once opened via the **R2R, R2R/Awaiting for Discharge, EDD and Planning** columns' cells for your patient.

The screenshot shows the 'Patient Pathway Planning' eForm. The top section is 'Reason to Reside', which includes a mandatory question 'Does the patient have a reason to reside?' with 'Yes' selected. Below it, 'Primary reason to reside' has tabs for Function, Physiology, Recovery (selected), and Treatment. The 'EDD' section asks for the expected date of discharge (EDD) with a date picker. The 'Planning' section asks 'Is the patient fit to lodge (FTL)?' with 'Yes' selected, and 'What is the next plan for this patient?' with 'Discharge' selected. The 'Discharge Destination' section has a mandatory question 'Expected discharge destination' with 'Care home' selected. The 'Discharge Pathway' section has a mandatory question 'Discharge pathway' with 'Pathway 0: Existing resident, discharged back to care home (no active support needed)' selected.

**2** We have answered the question, **Does the Patient have a reason to reside?** as **Yes**, in this example. Depending on the **Primary Reason to Reside** you have selected, you will then be asked to select a **Detailed reason**. In this example, we have have selected **Recovery** as the **Primary Reason to Reside** for the patient.

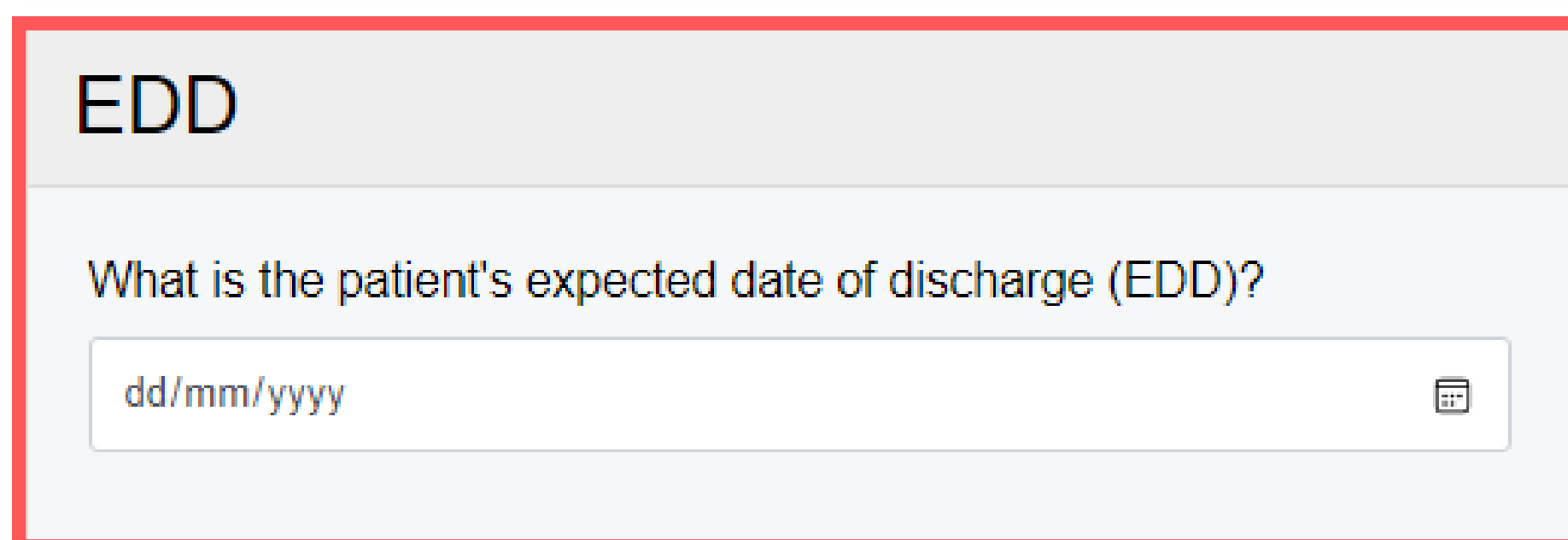
This close-up shows the 'Reason to Reside' section. The question 'Does the patient have a reason to reside?' is marked with a red asterisk and 'Yes' is selected. Below it, the 'Primary reason to reside' section is also marked with a red asterisk and has tabs for Function, Physiology, Recovery (selected), and Treatment. Below this, the 'Detailed reason' section is marked with a red asterisk and has two radio button options: 'Major surgery / intervention - elective or emergency' and 'Immediate postoperative care'.

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3

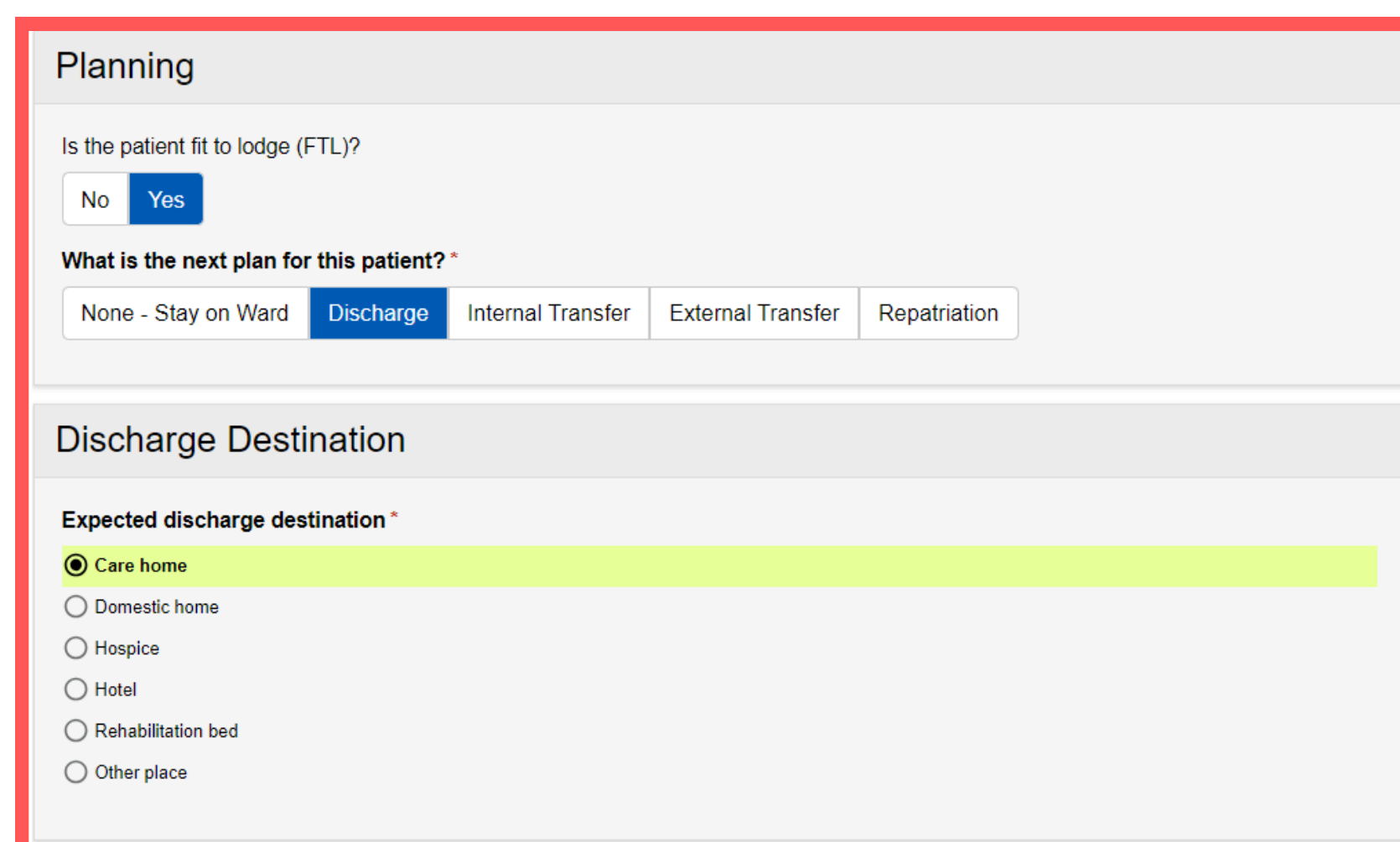
In the **EDD** section, enter an expected date of discharge (**EDD**) for your patient.



The screenshot shows a form section titled "EDD". Below the title is a question: "What is the patient's expected date of discharge (EDD)?". Underneath the question is a text input field containing the placeholder "dd/mm/yyyy" and a calendar icon on the right side.

4

In the **Planning** section, you will need to answer the questions accordingly. When answering the question, **What is the next plan for this Patient?** Depending on your answer, you will be given a set of further associated sections to complete. Including the question, **What is the patient waiting for before they can be discharged / transferred?**



The screenshot shows a form section titled "Planning". It contains two questions. The first question is "Is the patient fit to lodge (FTL)?" with two radio button options: "No" and "Yes". The second question is "What is the next plan for this patient? \*". Below this question are five buttons: "None - Stay on Ward", "Discharge", "Internal Transfer", "External Transfer", and "Repatriation". The "Discharge" button is highlighted. Below the buttons is a section titled "Discharge Destination". Under this title is the question "Expected discharge destination \*". Below this question are six radio button options: "Care home", "Domestic home", "Hospice", "Hotel", "Rehabilitation bed", and "Other place". The "Care home" option is selected and highlighted with a yellow background.

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In this example, we have answered the question, **What is the next plan for this Patient? As Discharge.**

What is the next plan for this patient? \*

None - Stay on Ward

Discharge

Internal Transfer

External Transfer

Repatriation

You will then need to complete the associated sections: **Discharge Destination, Discharge Pathway and Primary reason patient is unable to be discharged / transferred.**

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In this example, we have selected **Discharge Destination** as **Care Home**, **Discharge Pathway** as **Pathway 2: Short-term 24-hour care before return home (D2A)** and **Primary reason patient is unable to be discharged/transferred** as **Awaiting medicines to take home, discharge letter or other discharge documentation.**

Discharge Destination

Expected discharge destination \*

Care home

Domestic home

Hospice

Hotel

Rehabilitation bed

Other place

Discharge Pathway

Discharge pathway

Pathway 0: Existing resident, discharged back to care home (no active support needed)

Pathway 1: Existing resident discharged back to care home (active support needed)

Pathway 2: Short-term 24-hour care before return home (D2A)

Pathway 3: New permanent placement to a care home

Pathway 3: Temporary placement awaiting permanent care home allocation

Primary reason patient is unable to be discharged / transferred

What is the patient waiting for before they can be discharged / transferred? \*

Awaiting formal decision to discharge

Awaiting medical review of need for supported discharge

Awaiting medicines to take home, discharge letter or other discharge documentation.

Awaiting mental capacity assessment

Awaiting referral to be submitted to Transfer of Care Hub

Awaiting therapy review of need for supported discharge

Awaiting transport services

Infectious unable to discharge

Ongoing safeguarding concern

Patient/family/carer has concerns over patient being ready for discharge

Patient/family/carer not in agreement with discharge pathway

Awaiting necessary referrals to be forwarded by TOC

Awaiting outcome of referral to end-of-life care provision

Awaiting outcome of referral to permanent residential/nursing home care arrangements

Awaiting confirmation of funding eligibility

Awaiting for confirmation of immediate care needs and discharge pathway

Awaiting capacity for permanent residential/nursing home care

Awaiting capacity of end-of-life care provision

Further action requested by agreed provider

Discharge destination is not ready for the patient

Awaiting equipment and associated training to be delivered and completed

Additional information

7

Select **Submit**, once finished completing or updating the eForm.

Submit

8

This will update the **R2R, R2R/Awaiting Discharge, EDD and Planning** columns' cells for your patient. If you need to update any of the columns' cells information for your patient, follow this User Guide again, starting on **Page 3**.

R2R	R2R / Awaiting for Discharge	EDD	Planning
✓	Recovery	14-Jul-2024	Discharge (FTL)

For further information please contact:

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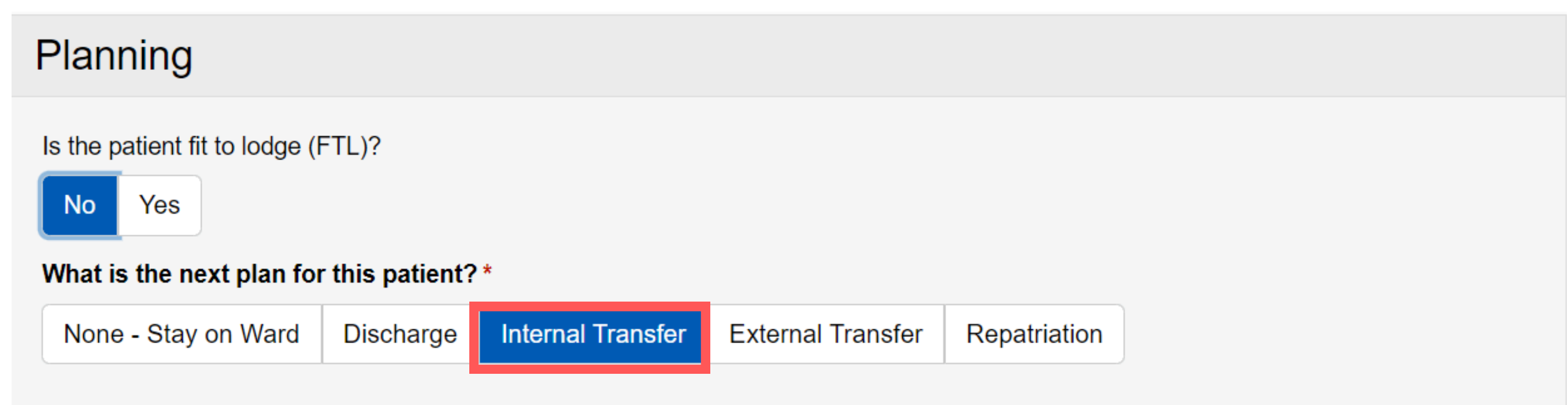
6

## Important Information and Updates

If you select **None - Stay on Ward** for the question **What is the next plan for this patient?**, the question **What is the patient waiting for before they can be discharged / transferred?** will not be available.

Also, the COVID-19 question **Is the Patient still residing in hospital because a COVID-19 test or test result is still outstanding?** has been removed.

The option to select **Ready to step down from ICU/HDU** has been removed as an option from the eForm. Instead, in the **Planning** section, select **Inpatient Transfer**.



The screenshot shows the 'Planning' section of the eForm. It contains a question 'Is the patient fit to lodge (FTL)?' with 'No' and 'Yes' buttons. Below this is the question 'What is the next plan for this patient? \*' with five options: 'None - Stay on Ward', 'Discharge', 'Internal Transfer', 'External Transfer', and 'Repatriation'. The 'Internal Transfer' option is highlighted with a red box.

The **Internal Transfer** section will open below. Fill in the **Speciality, Hospital / Site and Ward / Unit** boxes to document where the patient is transferring to. In the example below, we have selected the **Speciality** as **Cardiology**, **Hospital / Site** as **Leeds General Infirmary** and **Ward / Unit** as **ZZZ**. Then continue completing the rest of the eForm.

For patients who are **ready to step down from ICU/HDU**, the **Patient Flow Coordinators** for these areas should add the patient to a **Custom Patient List** on **PPM+** or **follow the process for their team**.



The screenshot shows the 'Internal Transfer' section of the eForm. It contains three dropdown menus: 'Speciality' with 'Cardiology' selected, 'Hospital / Site' with 'Leeds General Infirmary' selected, and 'Ward / Unit' with 'ZZZ' selected. Each dropdown menu is highlighted with a red box.

If your patient is for Internal Transfer or Ready to step down from HDU/ICU, please make sure your patient has a Reason to Reside documented within the eForm.

For further information please contact:

✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

# Useful Contacts

## Implementation Team

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



[leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

## IT Service Desk

Please contact the **IT 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.



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

Please contact the **IT Training Department** at [ITTraining.LTHT@nhs.net](mailto: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](mailto:leedsth-tr.ImplementationTeam@nhs.net)