

ppm+

# NSA/CFA (Nursing Specialist / Child & Family Assessment)

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

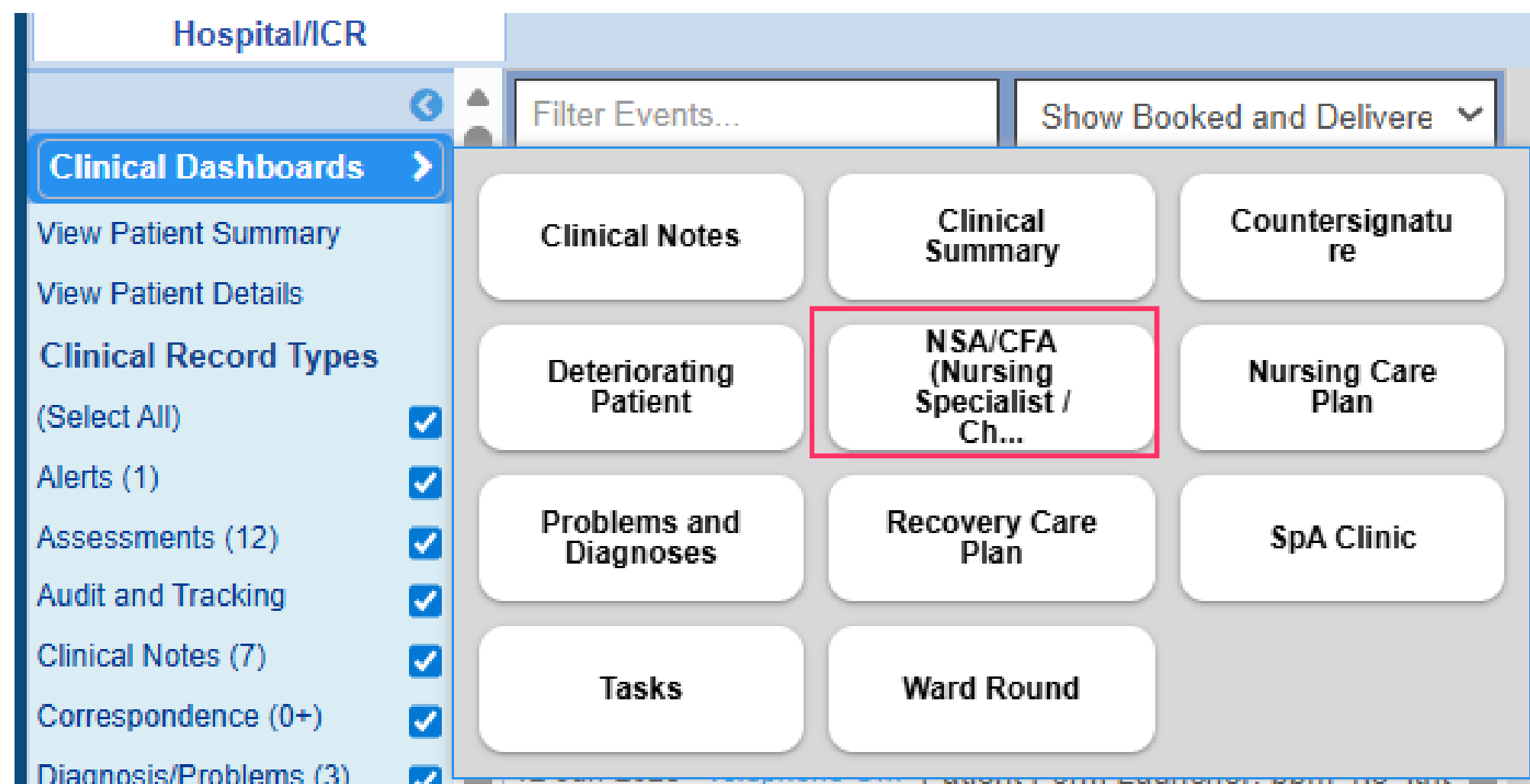
# Contents

<b><u>Accessing the Combined NSA/CFA Assessment Dashboard</u></b>	<b><u>Page 3</u></b>
<b><u>Adding a Nursing Specialist / Child &amp; Family Assessment</u></b>	<b><u>Page 4-5</u></b>
<b><u>Viewing the Nursing Specialist / Child &amp; Family Assessment</u></b>	<b><u>Page 6</u></b>
<b><u>The Nursing Specialist / Child &amp; Family Assessment Timeline</u></b>	<b><u>Page 7</u></b>
<b><u>Alternative way to access the Nursing Specialist / Child &amp; Family Assessment</u></b>	<b><u>Page 8</u></b>
<b><u>Accessing the Nursing Specialist / Child &amp; Family Assessment Dashboard via the PPM+ Mobile App</u></b>	<b><u>Page 9-10</u></b>
<b><u>Useful Contacts</u></b>	<b><u>Page 11</u></b>

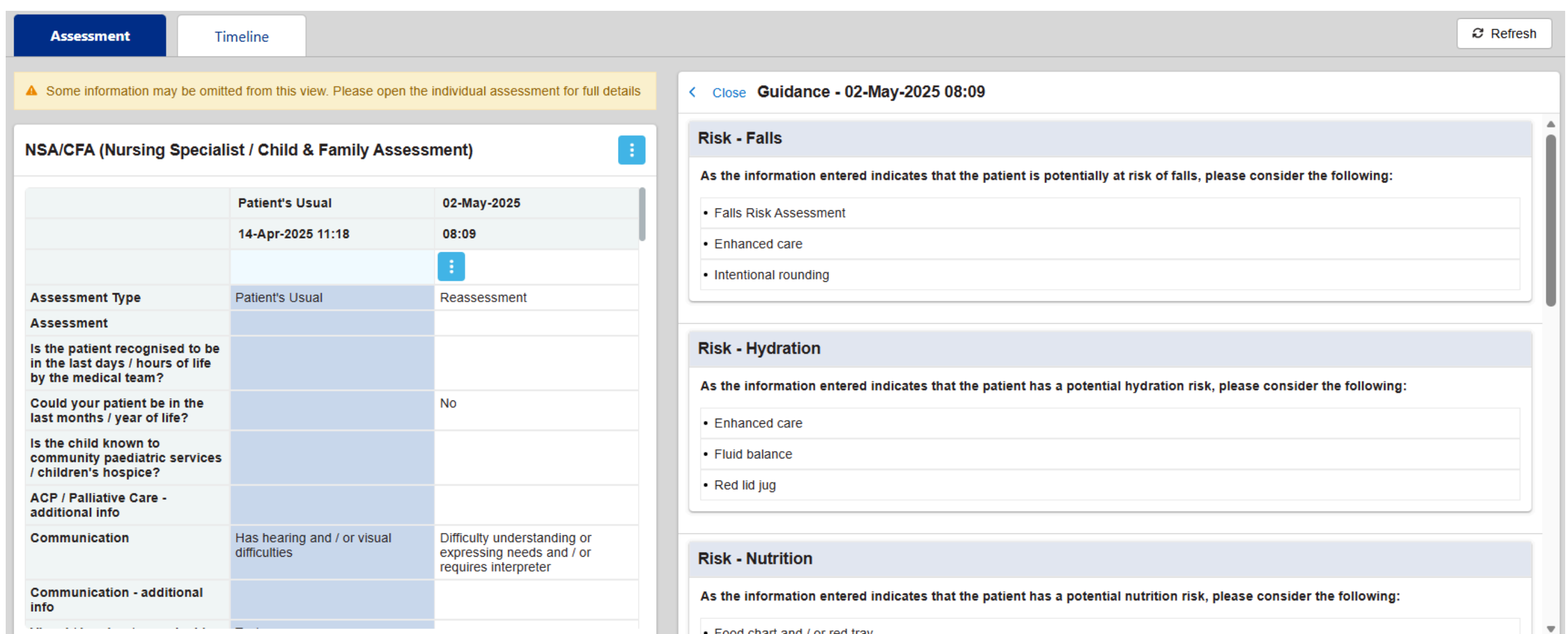


# Accessing the Nursing Specialist / Child & Family Assessment Dashboard

- 1 Navigate to the Patient's **Single Patient View** and click on **Clinical Dashboards**. The list of dashboards will open, then click on **NSA/CFA (Nursing Specialist / Child & Family Assessment)**



- 2 The **NSA/CFA Dashboard** will then open.



# Adding a Nursing Specialist / Child & Family Assessment

- 1 Click on the 3 dots and then select **+ Add New Document** to create a new submission for the Patient.

Some information may be omitted from this view. Please open the individual assessment for full details

### NSA/CFA (Nursing Specialist / Child & Family Assessment)

Date Range: Show All

	Patient's Usual	02-May-2025	28-Apr-20
	14-Apr-2025 11:18	08:09	14:51
		⋮	⋮
Assessment Type	Patient's Usual	Reassessment	Reassessr
Assessment			
Is the patient recognised to be in the last days / hours of life by the medical team?			
Could your patient be in the last months / year of life?		No	No
Is the child known to community paediatric services / children's hospice?			
ACP / Palliative Care -			

Dropdown menu options: < View latest, + Add New Document, Patient's usual

- 2 You have the Choice then to select Adult or Childrens Assessment When you have completed the eForm, click the **Submit** button, then **Refresh** the page to see the latest submission.

You can also use the **Patient's Usual** toggle to view or hide the column.

Assessment | Timeline | Refresh

Some information may be omitted from this view. Please open the individual assessment for full details

### NSA/CFA (Nursing Specialist / Child & Family Assessment)

Date Range: Show All

	Patient's Usual	25-Mar-2026	
	25-Mar-2026 13:39	13:39	12:02
		⋮	⋮
Assessment Type	Patient's Usual	On admission	On admis
Assessment			
Is the patient recognised to be in the last days / hours of life by the medical team?		Yes	No
Could your patient be in the last months / year of life?			No
Is the child known to community paediatric services / children's hospice?		Yes	
ACP / Palliative Care -			

Dropdown menu options: < View latest, + Add New Document, Patient's usual

Creating new submission of: NSA/CFA (Nursing Specialist / Child & Family Assessment)

Please be aware, switching away from this form will cause any unsaved data to be lost.

### Assessment

Assessment \*

Adult  
 Child

### Advance Care Planning (ACP) / Palliative Care

On admission

Is the patient recognised to be in the last days / hours of life by the medical team? \*

No  Yes

Additional information

Discard Submit




3

Once the form has been submitted, you will be presented with guidance information based on the details entered in the patient's NSA/CFA assessment.

< Close **Guidance - 11-May-2026 11:30**


### Reasonable Adjustments

**As the patient requires reasonable adjustments, please consider the following:**

- [What are Reasonable Adjustments? \(video\) on Intranet](#) 
- Referral to Learning Disability & Autism Team
- Any other passport (e.g. Dementia, ME)
- Female / male only carers

### Skin Condition

**As the patient is at risk of pressure damage, please consider the following:**

- Pressure Ulcer Risk Assessment (Purpose T) 

This guidance **may** include:

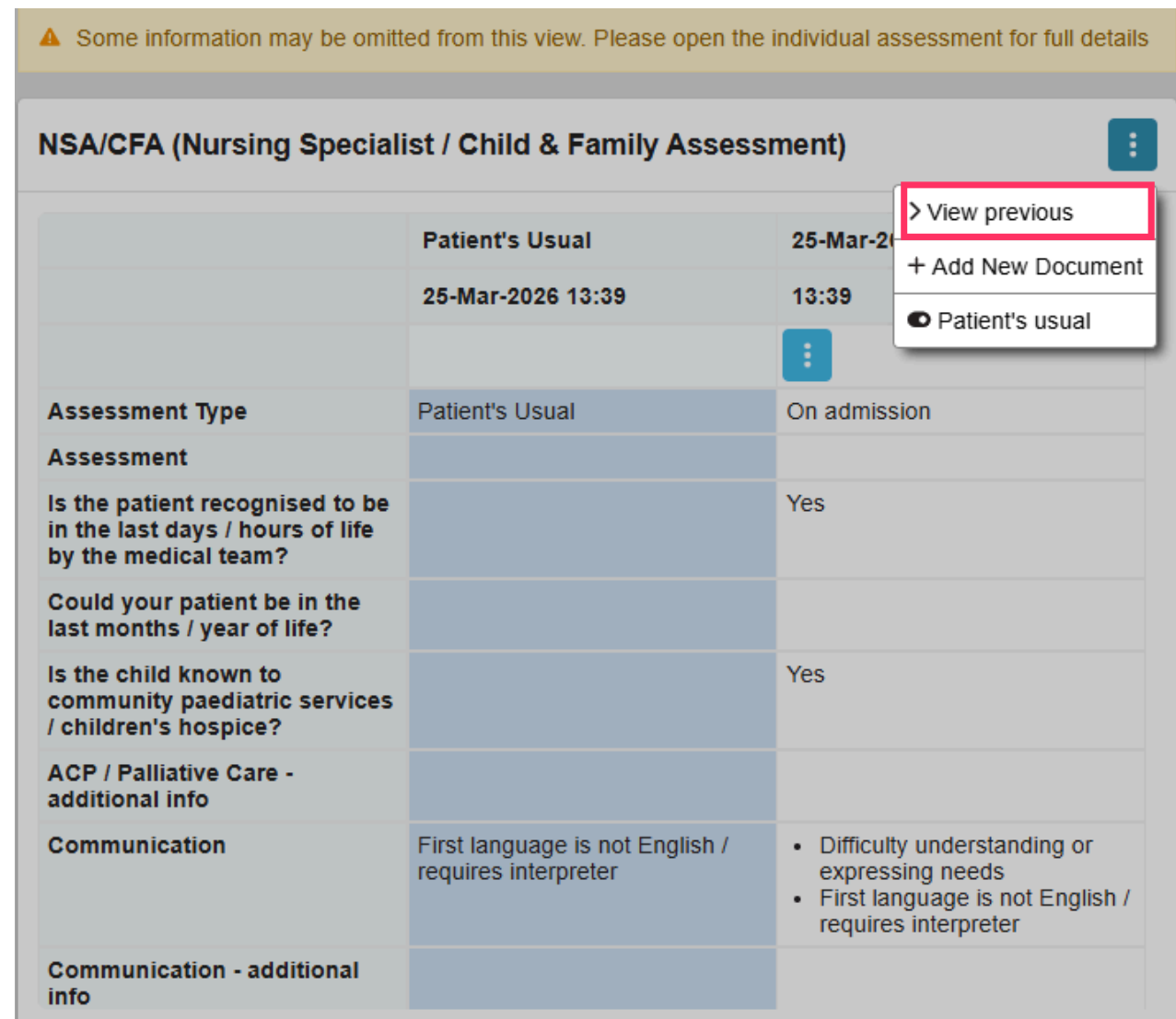
- Relevant recommendations tailored to the assessment
- Links to internal and external sources
- Suggestions for completing paper forms, where applicable
- Direct links to complete corresponding eForms within PPM+, where available



# Viewing the Nursing Specialist / Child & Family Assessment

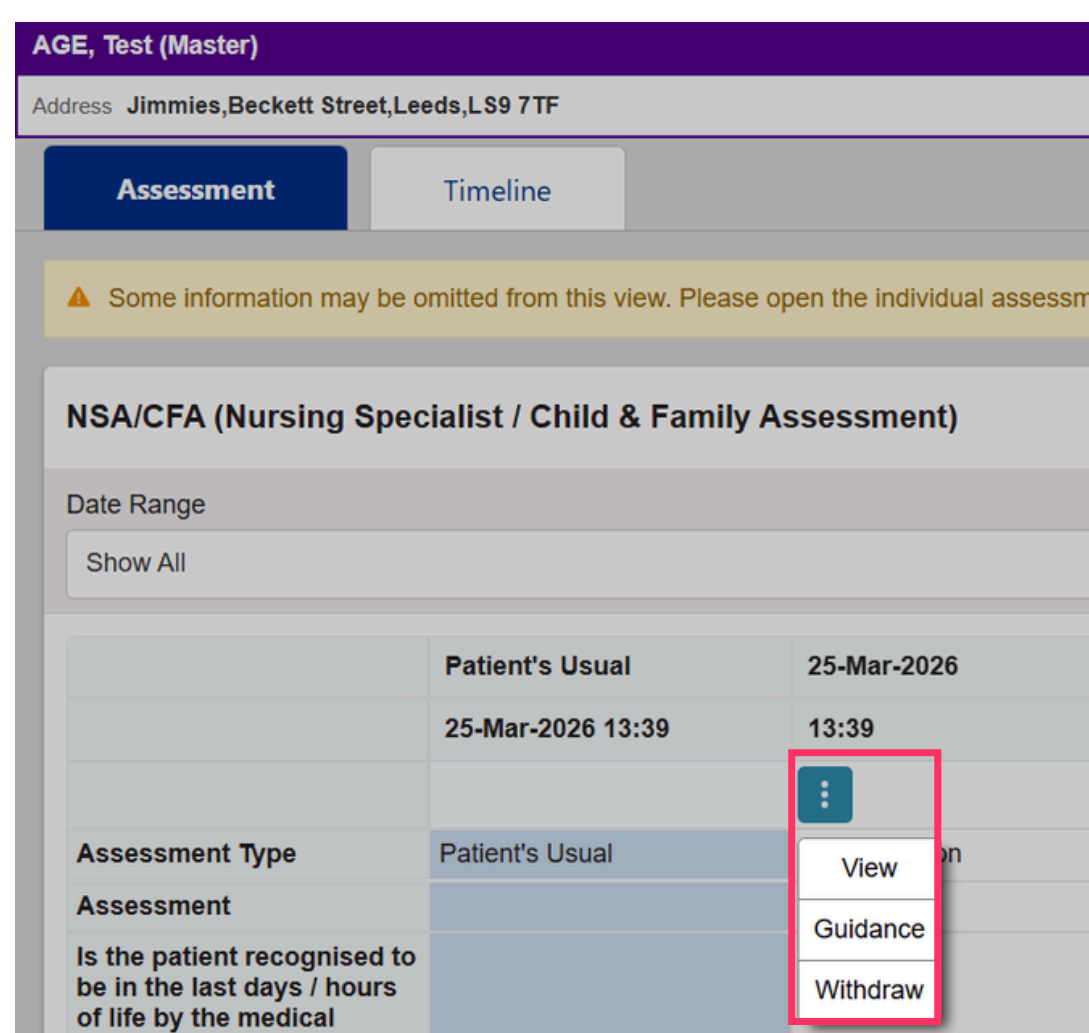
1

Click on the 3 dots and select **View previous** to view the NSA/CFAs that have previously been submitted.



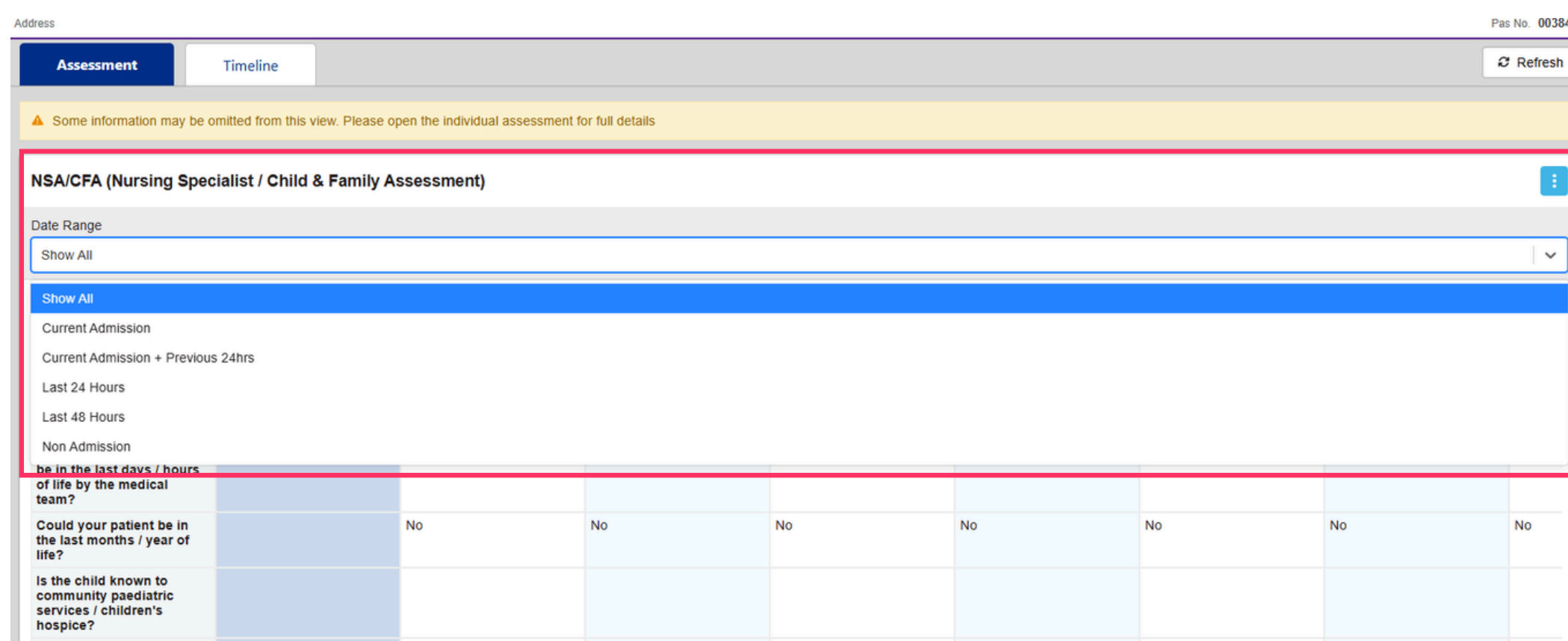
2

By selecting the **three dots** at the top of each entry, you will also be able to **view** the NSA/CFA form in full, review the submitted **guidance**, and **withdraw** the form if necessary



3

You can also use the **Date Range** drop down box to filter by date range/admissions.



# The Nursing Specialist / Child & Family Assessment Timeline

1

On the NSA/CFA dashboard Select the **Timeline**.

Assessment **Timeline** Refresh

Timeline

02 April 2026 03:12

Task NSA/CFA (Nursing Specialist / Child & Family Assessment) (Overdue)

by , PPM+ System User

01 April 2026 15:11

Task NSA/CFA (Nursing Specialist / Child & Family Assessment) (Due)

by , PPM+ System User

25 March 2026 13:39

Combined Nursing Specialist Assessment (NSA) / Child and Family Assessment (CFA) (Created)

by HALE, Deborah (Mrs) Deputy CNIO, The Leeds Teaching Hospitals NHS Trust

View

2

The Timeline view enables you to see changes which have been made to the **NSA/CFA**.

Selecting **View** enables you to see the version of the form at that point in time.

Assessment **Timeline** Refresh

Timeline

02 April 2026 03:12

Task NSA/CFA (Nursing Specialist / Child & Family Assessment) (Overdue)

by , PPM+ System User

01 April 2026 15:11

Task NSA/CFA (Nursing Specialist / Child & Family Assessment) (Due)

by , PPM+ System User

25 March 2026 13:39

Combined Nursing Specialist Assessment (NSA) / Child and Family Assessment (CFA) (Created)

by HALE, Deborah (Mrs) Deputy CNIO, The Leeds Teaching Hospitals NHS Trust

View



# Alternative way to access the Nursing Specialist / Child & Family Assessment

1

You can also access the **NSA/CFA Dashboard** by clicking **Add Clinical Document** and searching for **NSA/CFA**.

You can also save this to your favourites by clicking on the **star**.

The screenshot shows a dialog box titled "Add Document" with a search bar containing "NSA/CFA". Below the search bar are two dropdown menus: "Show All" and "Sort By Favourites". The main area of the dialog is titled "In Progress (Drafts)" and contains the text "There are no draft documents". Below this is a section titled "Add New Document" which lists a single entry: "NSA/CFA (Nursing Specialist / Child & Family Assessment)". To the right of this entry is a yellow star icon, and further right is a blue link labeled "Nursing Assessment Tool". At the bottom left of the dialog is a "Cancel" button.

2

You can access and complete the **NSA/CFA** via the **NSA/ CFA Task**, or by clicking on the **NSA/CFA** entry in the **Single Patient View**.

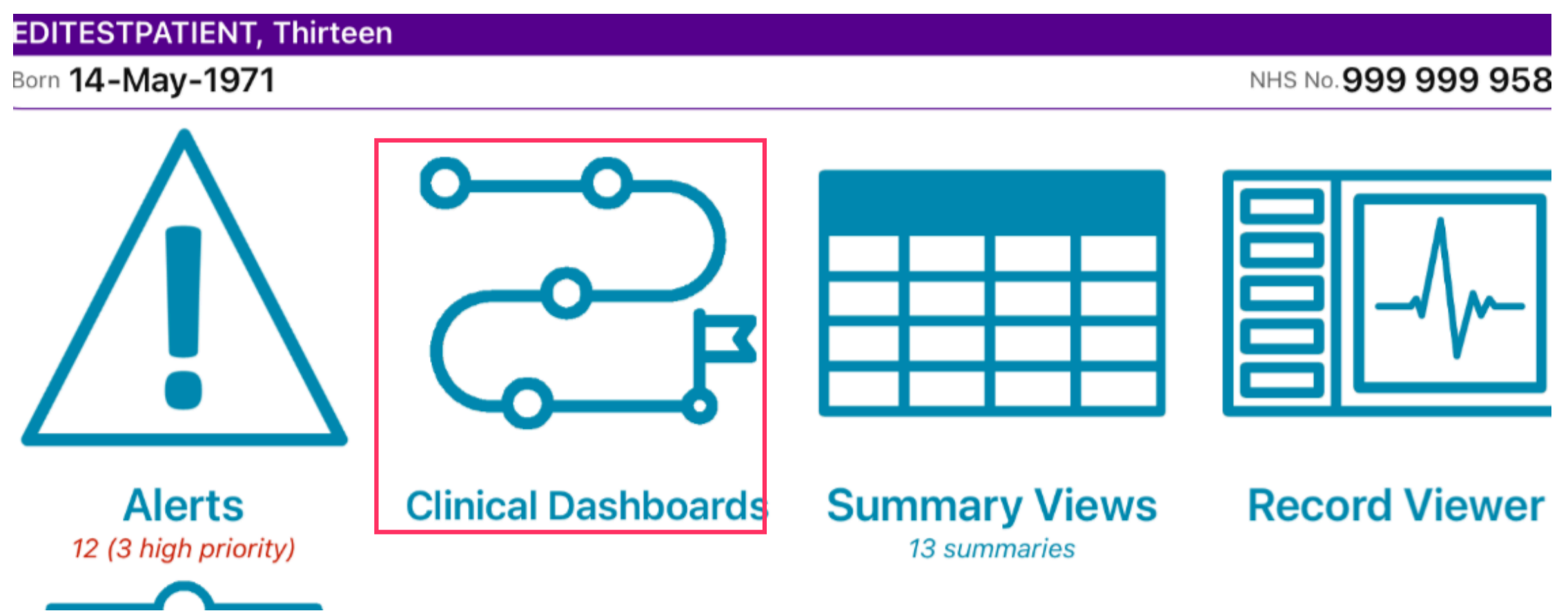


# Accessing the Nursing Specialist / Child & Family Assessment Dashboard via the PPM+ Mobile App



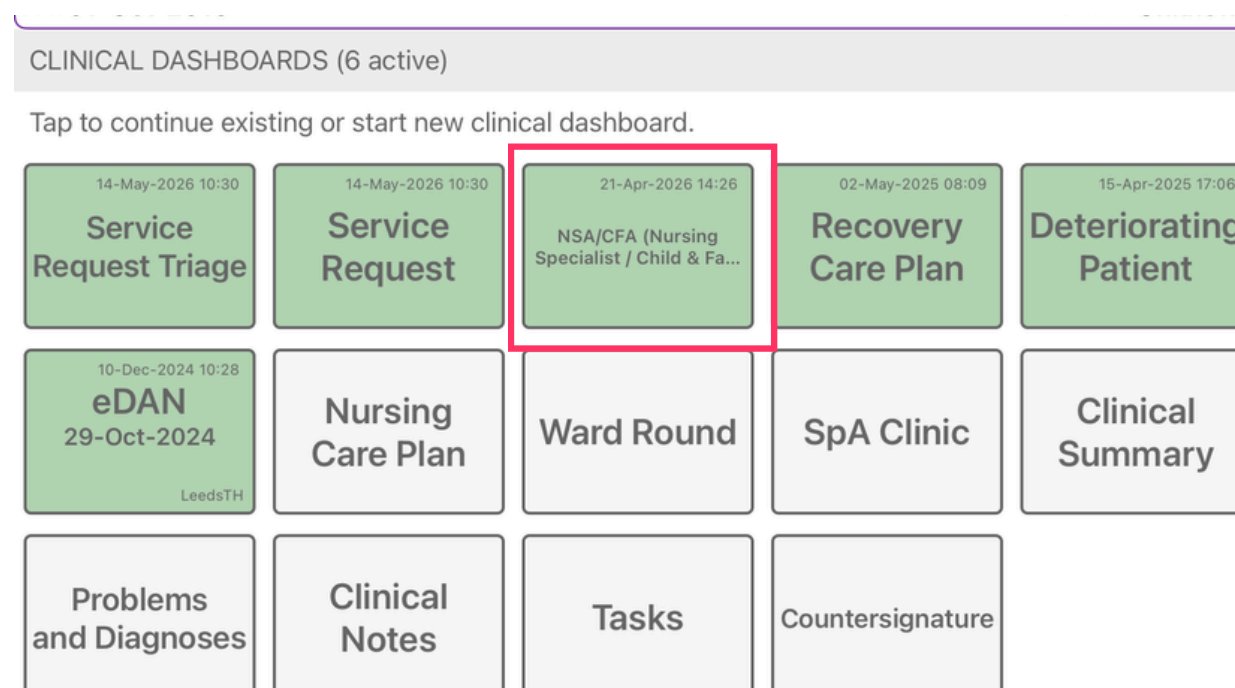
1

Once you have selected your patient, select **Clinical Dashboards**.



2

To access the **Dashboard**, select **NSA/CFA (Nursing Specialist/ Child and Family Assessment)**.



3

You will be able to now view the **NSA/CFA Dashboard**, where you can view previously submitted **NSA/ CFAs** and add new ones.

12:24 Fri 15 May NSA/CFA (Nursing Specialist / Child & Family Assessment) LongH

DIAGNOSISTEST, B (Miss)  
Born 01-Oct-2010 NHS No. Unknown

Assessment Timeline Refresh

Some information may be omitted from this view. Please open the individual assessment for full details

NSA/CFA (Nursing Specialist / Child & Family Assessment)

	Patient's Usual	02-May-2025
	14-Apr-2025 11:18	08:09
		⋮
Assessment Type	Patient's Usual	Reassessment
Assessment		
Is the patient recognised to be in the last days / hours of life by the medical team?		
Could your patient be in the last months / year of life?		No
Is the child known to community paediatric services / children's hospice?		
ACP / Palliative Care - additional info		
Communication	Has hearing and / or visual difficulties	Difficulty understanding or expressing needs and / or requires interpreter
Communication - additional info		
Visual / hearing / speech aids used	Test	
Cognition and Mental Capacity	Lacks capacity to consent/refuse and compliance with treatment is difficult	Known diagnosis of learning disabilities or autism
Cognition and Mental Capacity - additional info		
Skin Condition	<ul style="list-style-type: none"> <li>At risk of pressure damage</li> <li>Test</li> </ul>	No problems
Skin Condition - additional info		



# 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.

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

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