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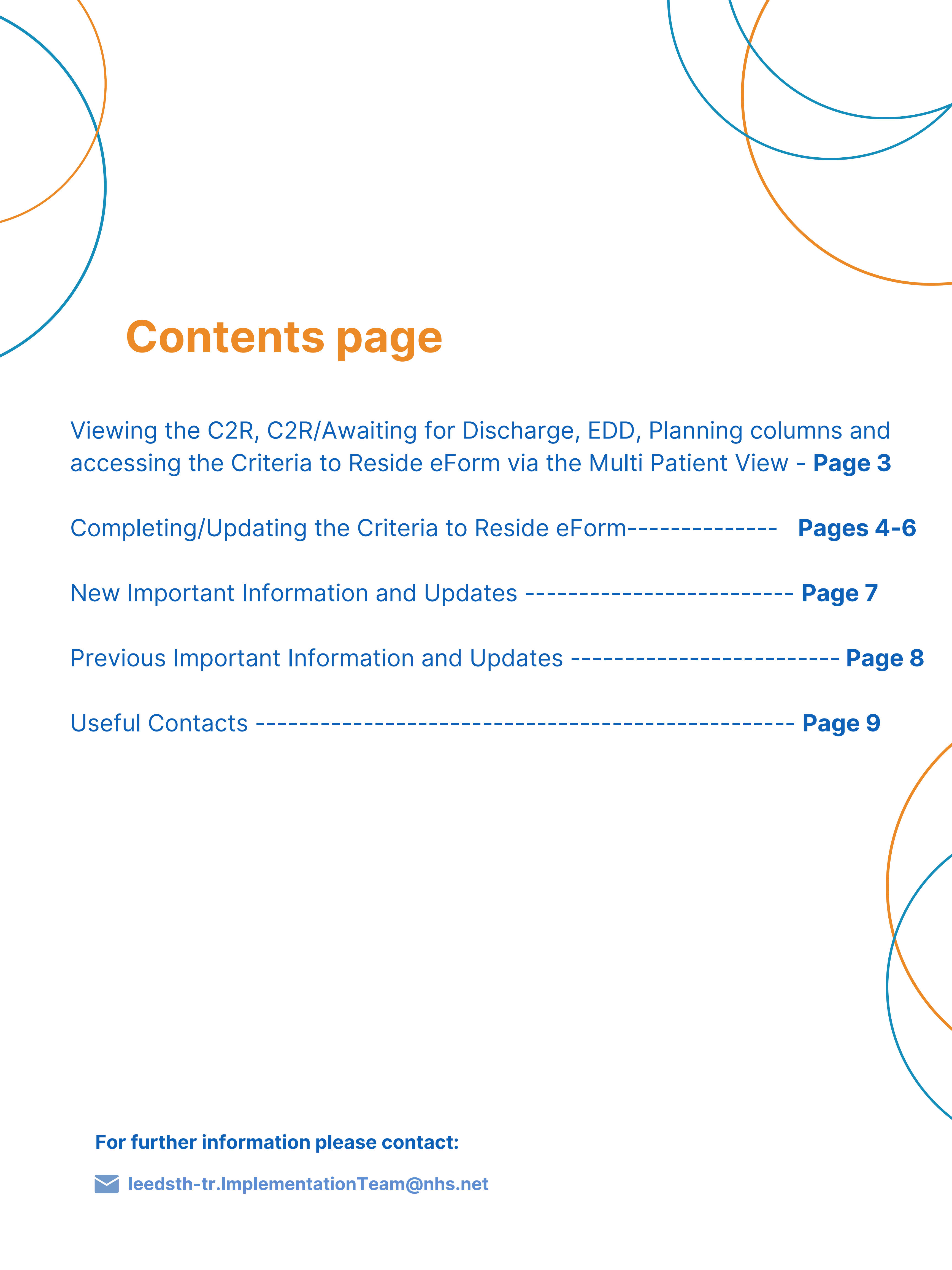
Criteria To Reside (C2R)

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES



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For further information please contact:

 leedsth-tr.ImplementationTeam@nhs.net

Viewing the C2R, C2R/Awaiting for Discharge, EDD, Planning columns and accessing the Criteria to Reside eForm via the Multi Patient View

1 In the **Multi Patient View**, you will see the **C2R, C2R/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 **Criteria to Reside** eForm requires completing or updating for that particular patient.

The **C2R, C2R/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 **Criteria to Reside** eForm.

The **C2R, C2R/Awaiting for discharge, EDD and Planning** columns' cells for your patient will update as and when the **Criteria to Reside** eForm is completed or updated.

Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Alerts	Doctor Tasks	Nurse Tasks	Other Tasks	Tasks	Consultant	Specialty	LOS	Criteria Led Discharge	C2R / Awaiting for Discharge	EDD	Planning	EDID	Clinical Summary	eDAN v2	Medical Jobs	Other Jobs	CR	Abs	Observation
Bed Unassigned																										
▼	TEST EPR ZZZ			19y		586d 22h 14m	2 !	1! 1✓	5!	1!	8! 1✓	T	Cardiothoracic Surgery	587d	0/1 ?	! Awaiting medicines to take hom...	20-Aug-2026	Discharge (NFTL)	FT (2) (Draft)	test ps 2	Pharmacist ↻	Check radiology results	ECG, Pharmacy Review, Awaiting...	CON	IV & Oral !	6P (6) ➡
▼	TEST EPR ZZZ			42y		1657d 21h 37m (WA)			3!		4!	RAD	Trauma and Orthopaedics	WA				On Ward				Request Bloods, Complete eDAN			✓	9
▼	TEST EPR 777			23y		407d 14h 22m		1!	6!	2!	11!	T	Thoracic Medicine	407d			?	On Ward	RCS-N (Draft)		Medic, Nurse, Pharmacist ↻			RN ?	7 (8) ⬇	

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 **Criteria to Reside** eForm will then open.

Completing/Updating the Criteria 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 **C2R, C2R/Awaiting for Discharge, EDD and Planning** columns' cells for your patient.

Criteria to Reside

Does the patient meet the criteria to reside in an acute hospital setting? *

No Yes

Primary criteria to reside *

Function Physiology Recovery Treatment

EDD

What is the patient's expected date of discharge (EDD)?

dd/mm/yyyy

Planning

Is the patient fit to lodge (FTL)?

No Yes

What is the next plan for this patient? *

None - Stay on Ward Discharge Internal Transfer External Transfer Repatriation

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 own permanent placement with no formal support

☐ Pathway 1: Existing resident discharged back to own residential/nursing home and requires new support services

☐ Pathway 2: Short-term 24-hour care before return home

☐ Pathway 3: Temporary placement awaiting permanent residential/care/nursing home allocation

☐ Pathway 3: New permanent placement to a care home

Primary reason patient is unable to be discharged / transferred

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

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

☐ 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 capacity for permanent residential/nursing home care

☐ 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

2 We have answered the question, **Does the Patient meet the criteria to reside in an acute hospital setting?** as **Yes**, in this example. Depending on the **Primary Criteria 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 Criteria to Reside** for the patient.

Criteria to Reside

Does the patient meet the criteria to reside in an acute hospital setting? *

No Yes

Primary criteria to reside *

Function Physiology Recovery Treatment

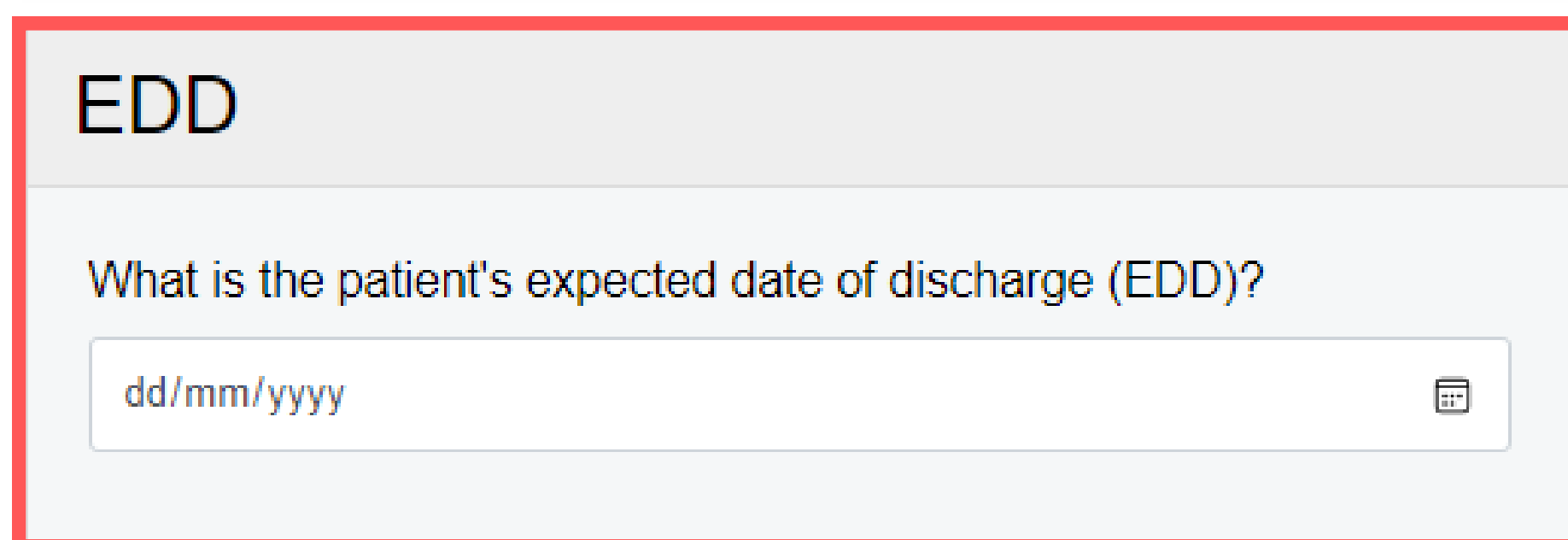
Detailed reason *

☒ Major surgery / intervention - elective or emergency

☐ Immediate postoperative care

3

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



EDD

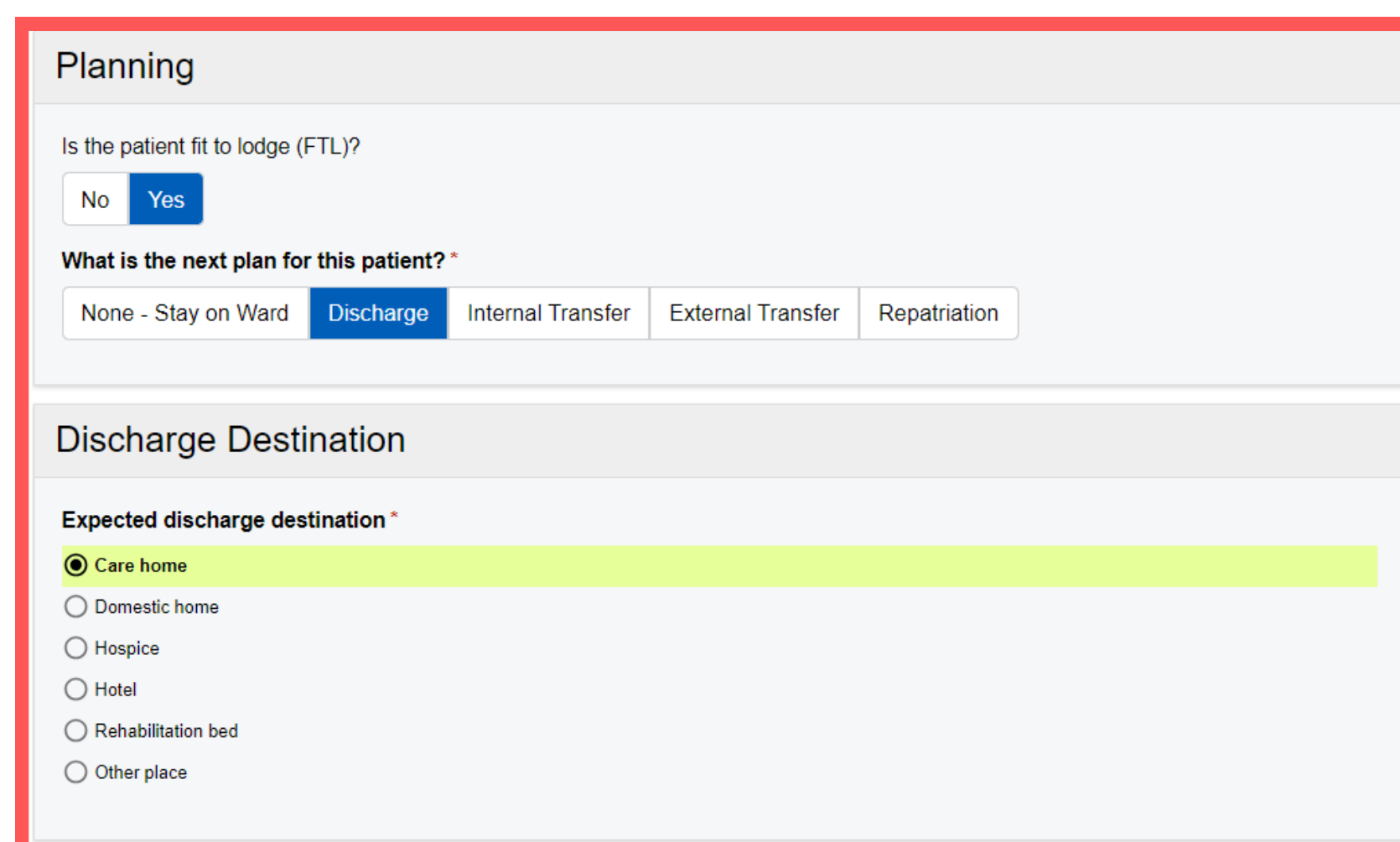
What is the patient's expected date of discharge (EDD)?

dd/mm/yyyy

In the **Planning** section, you will need to answer the questions accordingly. Firstly, **Is the patient fit to lodge (FTL)?** Answer this either **Yes** or **No**.

4

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?.**



Planning

Is the patient fit to lodge (FTL)?

No Yes

What is the next plan for this patient? *

None - Stay on Ward Discharge Internal Transfer External Transfer Repatriation

Discharge Destination

Expected discharge destination *

☒ Care home

☐ Domestic home

☐ Hospice

☐ Hotel

☐ Rehabilitation bed

☐ Other place

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5

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.**

6

In this example, we have selected the Expected discharge destination as **Care Home**, Discharge Pathway as **Pathway 2: Short-term 24-hour care before return home** 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 own permanent placement with no formal support

☐ Pathway 1: Existing resident discharged back to own residential/nursing home and requires new support services

☒ Pathway 2: Short-term 24-hour care before return home

☐ Pathway 3: Temporary placement awaiting permanent residential/care/nursing home allocation

☐ Pathway 3: New permanent placement to a care home

Primary reason patient is unable to be discharged / transferred

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

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

☐ Awaiting transport services

☐ Awaiting referral to be submitted to the Transfer of Care Hub

☐ Awaiting therapy review of need of supported discharge

☐ 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 Transfer of Care Hub

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

☐ Awaiting capacity for permanent residential/nursing home care

☐ Further action requested by agreed provider

7

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

Submit

8

This will update the **C2R, C2R/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**.

C2R	C2R / Awaiting for Discharge	EDD	Planning
!	Awaiting medicines to take hom...	20-Aug-2026	Discharge (NFTL)

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

New Important Information and Updates

Reason to Reside (R2R) is being updated to **Criteria to Reside (C2R)** in line with **national guidance**. This includes **changes to the wording** displayed within the **eForm**, the **PPM+ columns' headings**, and associated **hover text**.

The **Discharge Pathway** options and associated **Primary reason patient is unable to be discharged/transferred options** have been updated to reflect new **national terminology** and **discharge pathways**. This affects the listed **Expected Discharge Destinations**:

- **Care Home**
- **Domestic Home**
- **Hospice**
- **Hotel**
- **Rehabilitation**
- **Other Places**

Examples of updated **Primary reason patient is unable to be discharged/transferred** include:

- **Awaiting referral to the Transfer of Care Hub**
- **Awaiting rehabilitation or recovery services**
- **Awaiting transport services**
- **Ongoing safeguarding concerns**
- **Patient/family/carers concerns regarding discharge readiness**

Users can now amend the **date** and **time** recorded within the **Repatriation section** where required, provided the amended **date** and **time** are **not in the future**. This will allow users to **correct information entered in error** while maintaining the **accuracy of repatriation records**.

The screenshot displays the 'Repatriation' section of the eForm. It contains two sets of fields, each with a 'Has the patient been referred?' and 'Has the referral been accepted?' question, followed by 'Date of referral/acceptance' and 'Time of referral/acceptance' fields. The 'Date' fields are set to '17/08/2026' and the 'Time' fields are set to '16:36'. Red boxes highlight the date and time input fields, indicating they are editable. The form also includes 'No' and 'Yes' buttons for the referral and acceptance questions.

When the updated eForm is opened, existing data will automatically populate any unchanged fields. If a field or option has been amended as part of the update, users may need to review and re-enter information for those specific elements. Existing columns are not expected to become blank as part of the update.

For further information please contact:

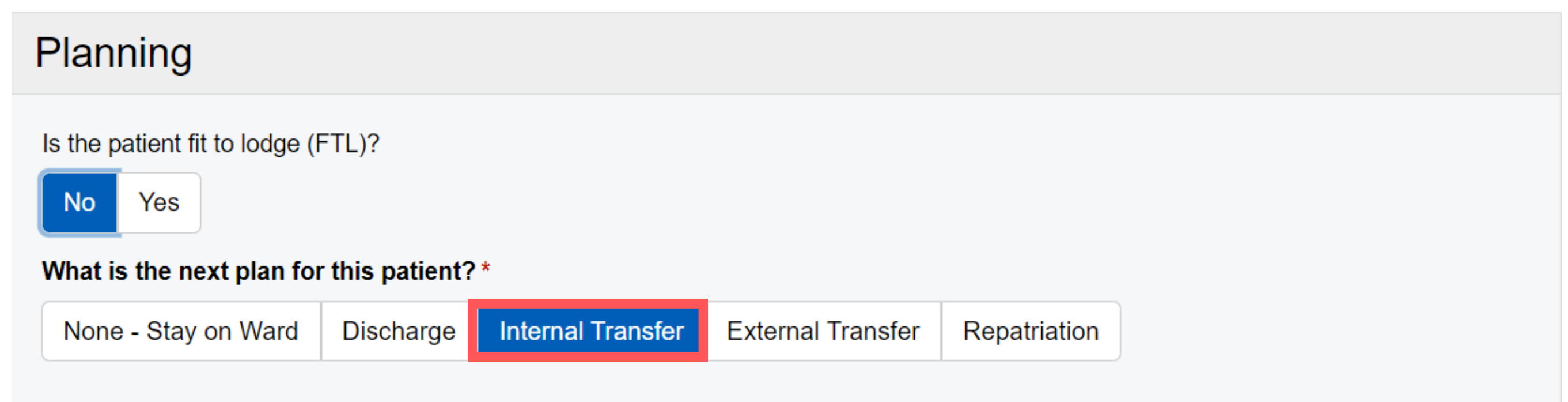
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Previous Important Information and Updates

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 **Internal Transfer**.



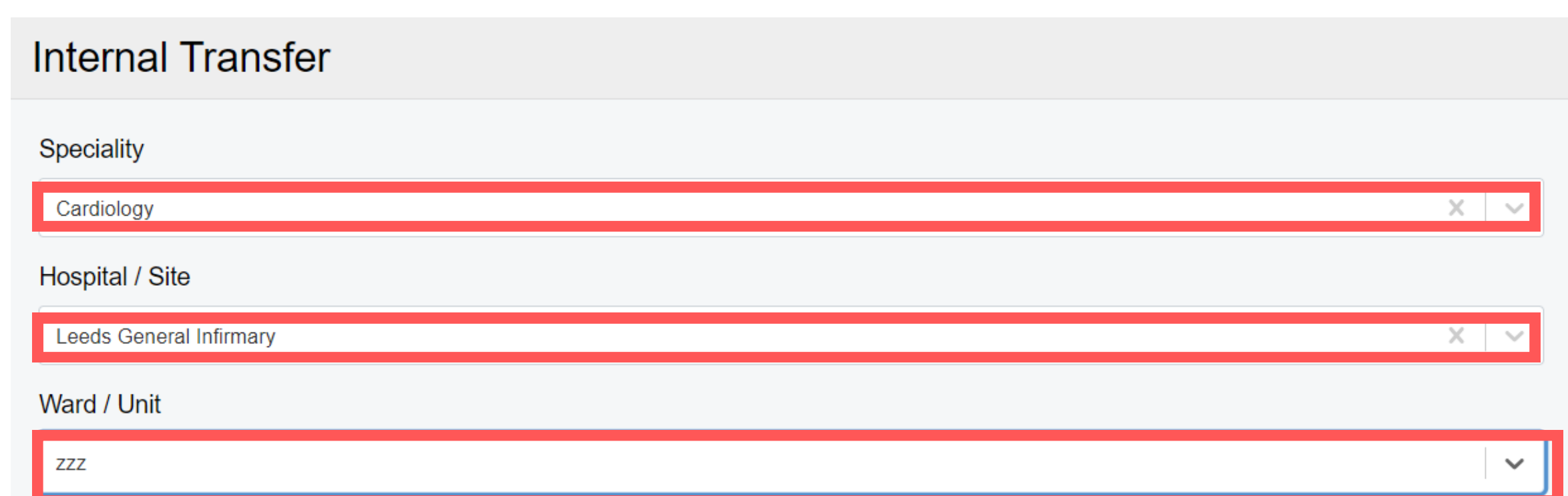
Planning

Is the patient fit to lodge (FTL)?

What is the next plan for this patient? *

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**.



Internal Transfer

Speciality

Cardiology

Hospital / Site

Leeds General Infirmary

Ward / Unit

ZZZ

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

For further information please contact:

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

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.



x26655



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



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

For further information please contact:



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