



Provider's health outcome recording

PAoR and health outcome recording User Guide

When you come to use the Shared Digital Workspace for the first time please use the log in details which have been provided. This workspace will allow individual referrals to be sent to the relevant services, whether this is Adult Weight Management, Physical Activity on Referral or Family Weight Management. The Shared Digital Workspace will allow you to add the health outcomes for the: week 1, 6, and 9/12 progress checks, as well as the 6 and 12 month outcomes.

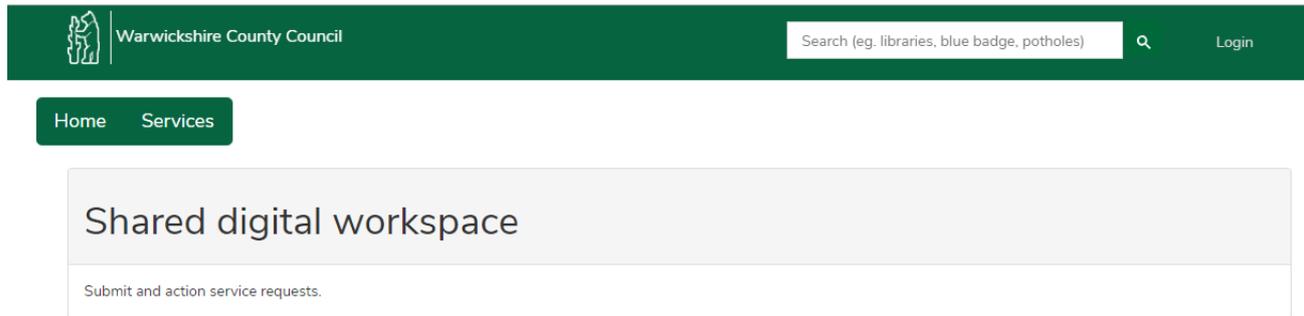
This guide will help you navigate the new online referral process.

To access the portal please go to: warwickshire.gov.uk/shareddigitalworkspace

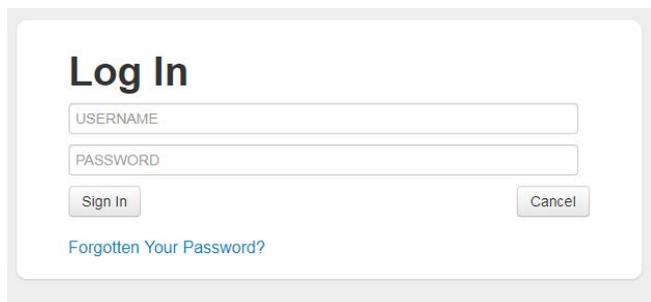
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Logging in - All users

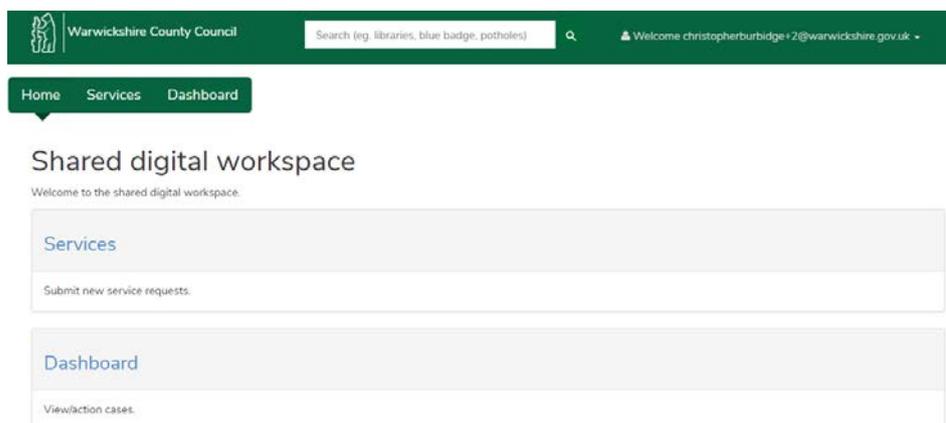
The link: warwickshire.gov.uk/shareddigitalworkspace will get you to the home of the SDW, where you can log in with the button at the top right of the screen.



This will bring you to the login page. The username will be your registered email address. Also if you have forgotten your password, the reset option will be available here:



Once you are in you will now be able to access and action all the cases which are assigned to your health centre.



Accessing your referrals

From your homepage you will see that there are three tabs at the top (Home, Services, and Dashboard), select the Dashboard tab to pick up any cases you have:

Home Services **Dashboard**

Fitter Futures - Physical Activity Health Outcomes

Show 10 All Stages Search Strict Off Reset

Service	Reference	Stage	Started	Summary	Actions	Case Start Date	Assigned To	Task Due Date
DO NOT USE TEST WCC ONLY Fitter Futures UAT	FS-Case- 111109941	Health outcomes - Physical activity on referral	27/03/2019 15:37:05	Applicant name: Mr James Gerard Gym: The Nuneaton Academy Sports Centre Health outcome:	View Continue	26/03/2019 14:48:35		28/03/2019 00:00:00
DO NOT USE TEST WCC ONLY Fitter Futures UAT	FS-Case- 111129022	Health outcomes - Physical activity on referral	27/03/2019 16:30:07	Applicant name: Mr Gareth Jones Gym: Empire Gym and Studios and Gym Heaven Health outcome completed: Week 1,Week 6	View Continue	26/03/2019 15:46:34		28/03/2019 00:00:00
DO NOT USE TEST WCC ONLY Fitter Futures UAT	FS-Case- 111288202	Physical Activity Provider screening	27/03/2019 15:56:28	Applicant name: Mr Bob Blackadder	View Continue	27/03/2019 15:03:42		
DO NOT USE TEST WCC ONLY Fitter Futures UAT	FS-Case- 111290590	Physical Activity Provider screening	27/03/2019 15:56:27	Applicant name: Mrs Jane Doe	View Continue	27/03/2019 15:03:42		

To find cases you can type the relevant name rather than having to know or remember the reference numbers. This will help if you are looking to find cases to add future health outcomes to rather than just new referrals.

Physical Activity Provider screening

When you are in your Dashboard, to action a referral click continue on the case:

DO NOT USE TEST WCC ONLY Fitter Futures UAT	FS-Case- 111109941	Health outcomes - Physical activity on referral	27/03/2019 15:37:05	Applicant name: Mr James Gerard Gym: The Nuneaton Academy Sports Centre Health outcome:	View Continue	26/03/2019 14:48:35
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When you're in, the first page will give you a summary of the referral with all of the referral details:

WCC Fitter Futures UAT - Physical Activ

Referral information Allocating a gym

Fitter Futures Referral Form

Applicant/Service User Details

Title	Mrs
First Name	PAoR
Last Name	Health Conditions
Date of Birth	01/01/1990
Gender	Male
Ethnicity	Asian or Asian British
Telephone Number	01926351077
Email Address	
House Number/Name	Shire Hall
Street	Market Place
Locality	
Town	Warwick

Returning a referral to the Customer Service Centre

To have any action in the case you will need to select next at the bottom of the screen. This takes you to the stage where you can refer the case on the gym, or return it to the CSC:

Referral information Allocating a gym [Next](#)

Return to the Customer Service Centre? *

Yes

No

Add notes

[Add note](#)

[← Previous](#)

If you are returning a case to the CSC, a note must be added to explain why and record any conversations with the patient. Please also advise them that they will have a call from the CSC to discuss the referral to the AWM pathway.

WCC

Referral in

Return to th

Yes

No

Add no

Add note

< Previous

Notes

Example notes: Mr X states unable to get to the local gym and not prepared to travel to a further one. Interested in AWM, advised you will call to confirm. ✓

Date

26/03/2019

christopherburbidge@warwickshire.gov.uk

✕ Cancel

When the note has been added press submit, this will then return the case to the CSC.

Sending a referral to the Physical Activity centres

To progress the case to the Physical Activity centre, select that you do not need to return the case to the CSC. This will then give you the list of the centres. Select the appropriate one and submit with any notes you may need to add:

Referral information Allocating a gym

Return to the Customer Service Centre? *

Yes ✓

No ✓

Select a gym *

Polesworth Sports Centre ✓

- Select...
- Empire Gym and Studios and Gym Heaven
- The Nuneaton Academy Sports Centre
- Pingles Leisure Centre
- Jubilee Sports Centre
- Bedworth Leisure Centre
- Atherstone Leisure Complex
- Coleshill Leisure Centre
- Polesworth Sports Centre**
- Arley Sports Centre
- Queens Diamond Jubilee Centre
- Stratford Leisure and Visitor Centre
- Shipston Leisure Centre
- Souham Leisure Centre
- Meon Vale Leisure Centre
- St Nicholas Park Leisure Centre
- Castle Farm Recreation Centre
- Warwickshire College
- Newbold Comyn Leisure Centre
- Curves for Women Kenilworth

Select a gym *

Polesworth Sports Centre

Add notes

Notes	Date	Username
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Example notes: Mr X states unable to get to the local gym and not prepared to travel to a further one. Interested in AWM, advised you will call to confirm.	26/03/2019	christopherburbidge@warwickshire.gov.uk
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Ignore the example note above - This is to confirm that the referral is going to your gym	26/03/2019	christopherburbidge@warwickshire.gov.uk

Add note

This will then send the case to the specific Health Centre where the case will appear in their Dashboard.

Adding Health outcomes - Health Centres

Accepting or rejecting a referral at the Health Centre

As a Health Centre, you will see the relevant referrals for you to action. Click continue to accept and action this case.

DO NOT USE	FS-Case-	Health outcomes	28/03/2019	Applicant name: Mrs Jane Doe Gym: Shipston	<input type="button" value="View"/>	27/03/2019
TEST WCC ONLY	111290590	- Physical activity	08:02:11	Leisure Centre	<input type="button" value="Continue"/>	15:03:42
Fitter Futures UAT		on referral				

Here you will be able to review the referral including the contact details, health conditions, BMI, supplementary information from the HealthCare professional, and any medication the person is on.

After reviewing the information you can accept or refuse the referral. If you refuse it, you will need to provide the reasons why to help the Fitter Futures team to find any alternative support.

BMI 35.0

Supplementary information (to support the provider)

Test

Is your patient currently taking any medication? Yes
 No

Medication * test

Do you accept this case? * Yes
 No

Refusing the case will return it back to the Physical Activity referrer for action. Accepting the case will then allow you to record any actions or progress checks for the duration of the person's time at the centre:

WCC Fitter Futures UAT - Health Outcomes (PA)

[Service user details](#) [Outcomes](#)

Adult(s) details

Please use the button "Add adult outcome" to add an outcome per stage.

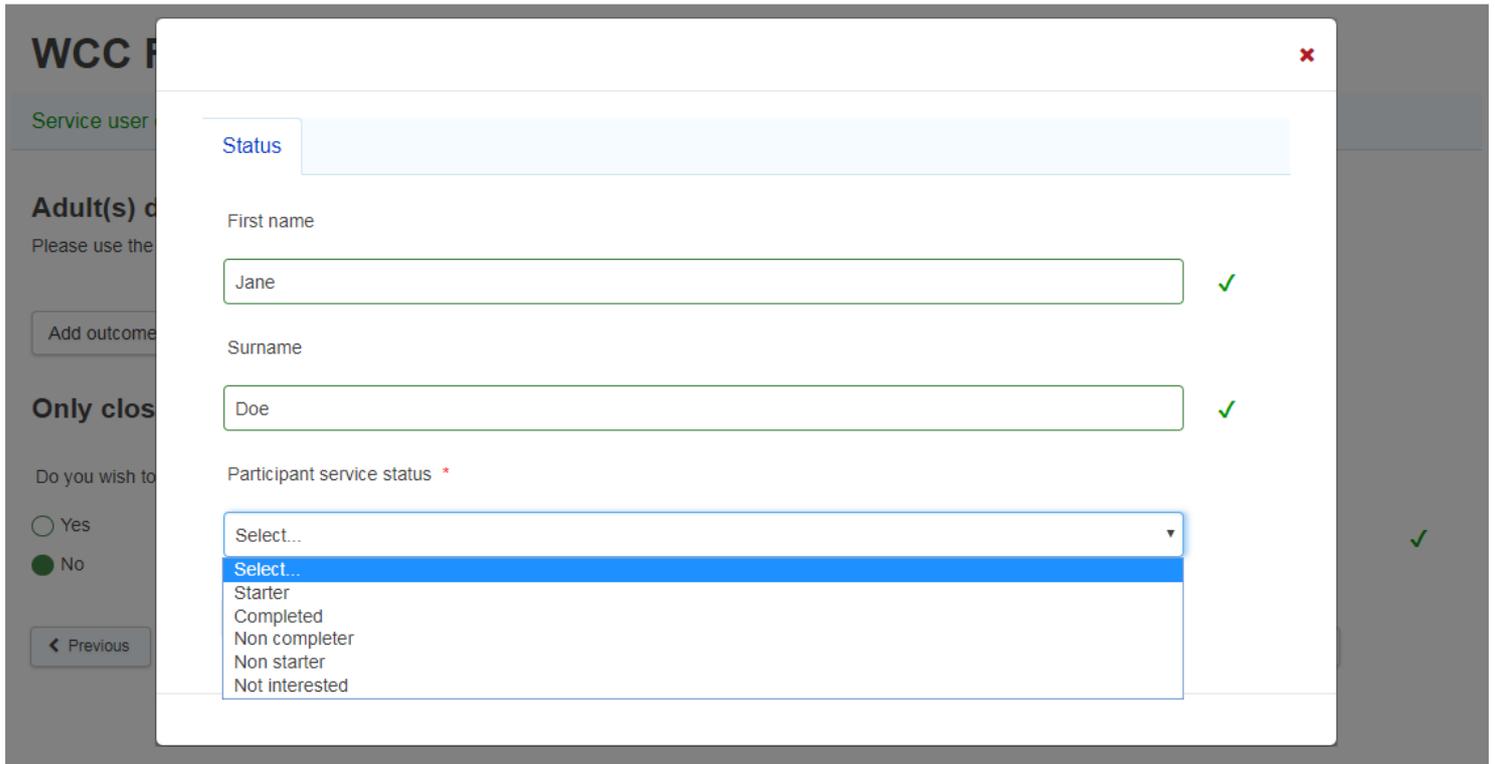
Only close the case once they have completed, or left the scheme.

Do you wish to close this case? *

Yes
 No

First steps of the referral at the Health Centre

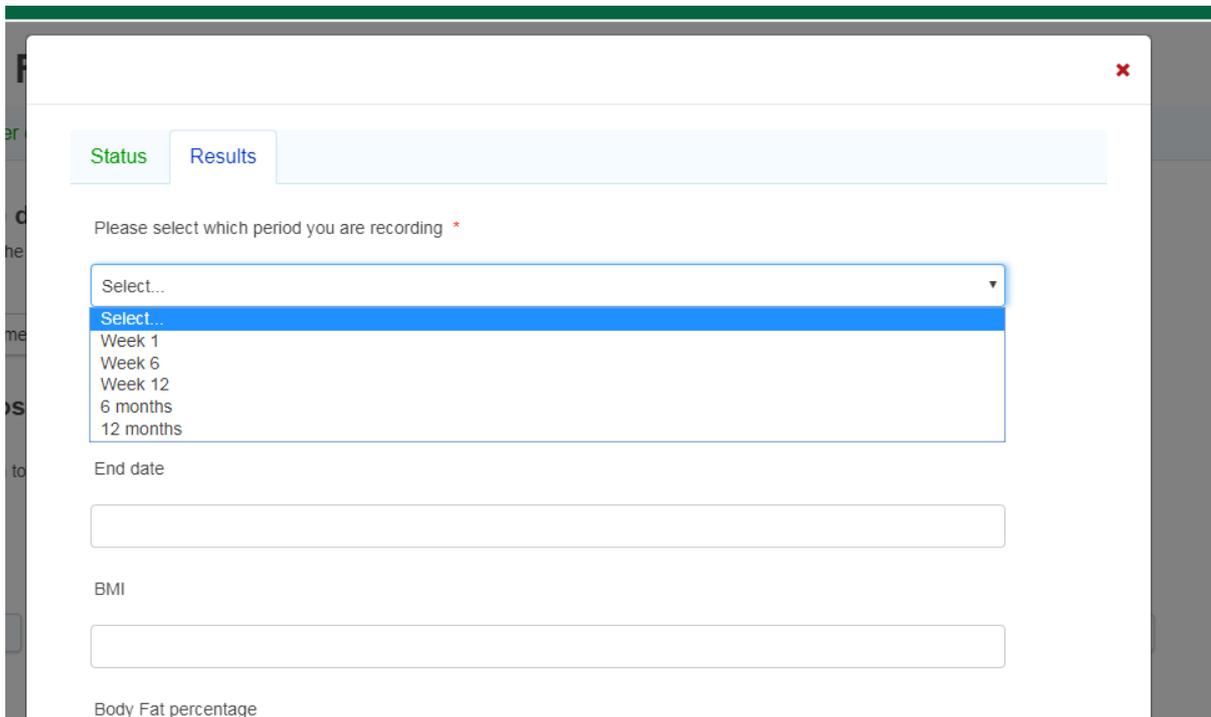
After your first conversation with the client you will be able to confirm if they wish to proceed or not:



The screenshot shows a web form titled "WCC" with a close button (X) in the top right corner. The form is divided into two tabs: "Status" (selected) and "Results". Under the "Status" tab, there are three input fields: "First name" with the value "Jane" and a green checkmark to its right; "Surname" with the value "Doe" and a green checkmark to its right; and "Participant service status" with a dropdown menu. The dropdown menu is open, showing options: "Select...", "Starter", "Completed", "Non completer", "Non starter", and "Not interested". The "Starter" option is highlighted in blue. To the left of the form, there is a sidebar with the text "Service user", "Adult(s) of", "Please use the", "Add outcome", "Only close", and "Do you wish to". Below this sidebar are radio buttons for "Yes" and "No", and a "Previous" button. A green checkmark is visible on the right side of the form.

If they are a non starter or not interested, when you select the option you will be asked to add notes to record the reason why.

Assuming they do start you will then be able to record the initial information required for week 1:



The screenshot shows a web form titled "WCC" with a close button (X) in the top right corner. The form is divided into two tabs: "Status" and "Results" (selected). Under the "Results" tab, there is a label "Please select which period you are recording" with a red asterisk. Below this is a dropdown menu with the following options: "Select...", "Select..." (highlighted in blue), "Week 1", "Week 6", "Week 12", "6 months", and "12 months". Below the dropdown menu are three input fields: "End date", "BMI", and "Body Fat percentage".

In the subsequent progress checks you will be able to add the health outcomes for the: week 6, week 12, 6 and 12 month periods.

To find the referral again at the next check, simply search against the person's name in your dashboard:

Home Services Dashboard

Fitter Futures - Physical Activity Health Outcomes

Show 10 All Stages Search jane dpe Strict Off Reset

Service	Reference	Stage	Started	Summary	Actions	Case Start Date	Assigned To	Task Due Date
DO NOT USE TEST WCC ONLY Fitter Futures UAT	FS-Case- 111290590	Health outcomes - Physical activity on referral	28/03/2019 08:19:42	Applicant name: Mrs Jane Doe Gym: Shipston Leisure Centre Health outcome completed: Week 1	View Continue	27/03/2019 15:03:42		29/03/2019 00:00:00

Showing 1 to 1 of 1 entries

First Previous Page 1 of 1 Next Last

In the summary field you will be able to see what work you've already carried out, above you can see that the week 1 check was completed and therefore the next will be the week 6.

In exactly the same way as week one, you will review the information and confirm that they were a starter and add the Health outcome for the next progress check. The outcomes are displayed in the case when you submit:

Service user details Outcomes

Adult(s) details

Please use the button "Add adult outcome" to add an outcome per stage.

	First name	Surname	Participant service status	Please select which period you are recording	Start date	End date	BMI	Body Fat percentage	Systolic
<input checked="" type="checkbox"/>	Jane	Doe	Starter	Week 1	28/03/2019	31/05/2019 08:17	30	28	108
<input checked="" type="checkbox"/>	Jane	Doe	Starter	Week 6	28/03/2019	31/05/2019 08:22	29	15	72

Add outcome

Only close the case once they have completed, or left the scheme.

There is a requirement to complete the Health outcomes up to and including the 12 month check. However far the person gets with their Healthy Activity and lifestyle change, when they have passed 12 months or left, you can then close the referral.

The system is designed so that referrals that are approaching the 12 week outcome will turn red in the dashboard, to highlight this for you.

Completing a referral

To complete the referral, open it from your Dashboard. You will review the information as normal and then click on the Add Outcome for the final time:

The participant's service status will then be complete or did not complete, depending on the situation:

Status Results

First name
Jane ✓

Surname
Doe ✓

Participant service status *
Completed ✓

✕ Cancel Next >

Either record the reason for non completion, or enter the final Health Outcomes and close the case. If there was no additional signposting to other organisations, then the 'Referral to other organisations doesn't need to be filled in!:

	First name	Surname	Participant service status	Please select which period you are recording	Start date	End date	BMI	Body Fat percentage	Systolic
✓ ✕	Jane	Doe	Starter	Week 1	28/03/2019	31/05/2019 08:17	30	28	108
✓ ✕	Jane	Doe	Starter	Week 6	28/03/2019	31/05/2019 08:22	29	15	72
✓ ✕	Jane	Doe	Completed	12 months	28/03/2019	28/03/2020 08:31	21	3	57

Add outcome

Only close the case once they have completed, or left the scheme.

Do you wish to close this case? *

Yes

✓

No

Referral to other organisations?

Other ✓

Other

Completed ✓