Bradford District Care
NHS Foundation Trust

WARD DISCHARGE TRACKER

User Guide – Visitors

Version 1.0

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Contents

Accessing the information

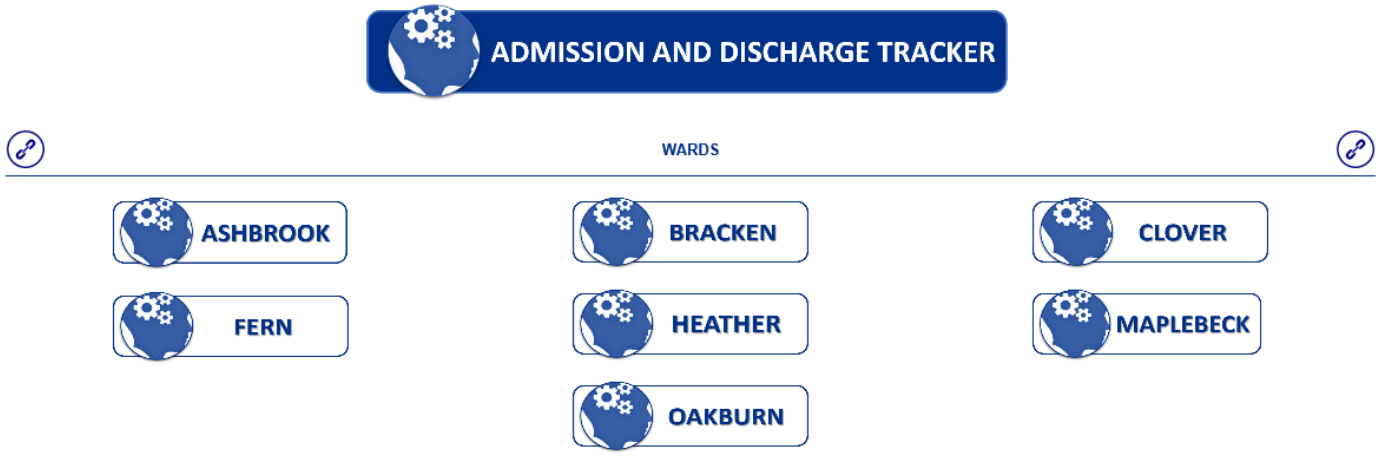
To access the site, the web address is:
http://connect.bdct.local/ourorganisation/ourservices/ais/Pages/Home.aspx

Another route:

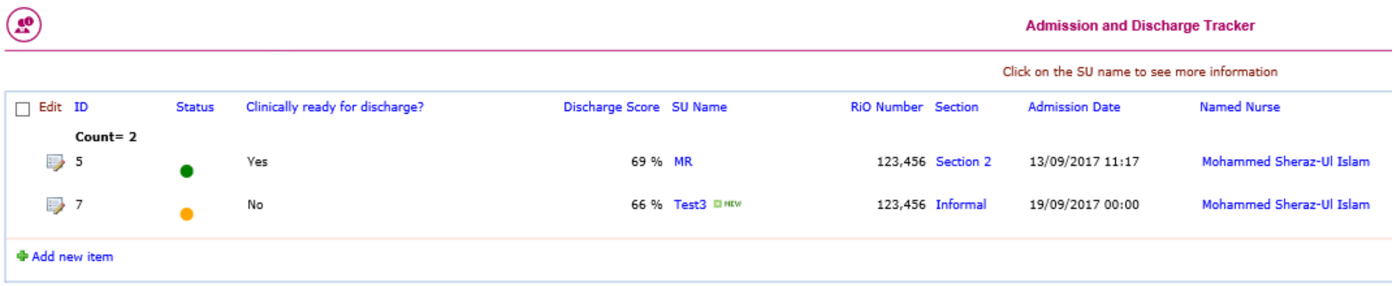
1. Connect - ensure that you are signed in.
2. Home page
3. Quick links
   A-Z of services
4. Acute Inpatient services

Getting started

1. Click on the relevant ward



2. The list of active clients on that ward will appear

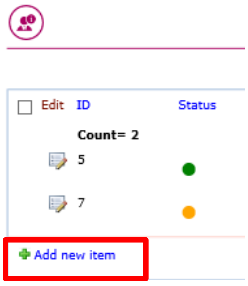


Edit	ID	Status	Clinically ready for discharge?	Discharge Score	SU Name	RiO Number	Section	Admission Date	Named Nurse
	Count= 2								
	5		Yes	69 %	MR	123,456	Section 2	13/09/2017 11:17	Mohammed Sheraz-Ul Islam
	7		No	66 %	Test3 NEW	123,456	Informal	19/09/2017 00:00	Mohammed Sheraz-Ul Islam

Add new item

Adding a new client

1. Click on the relevant ward
2. Click on “Add new item”

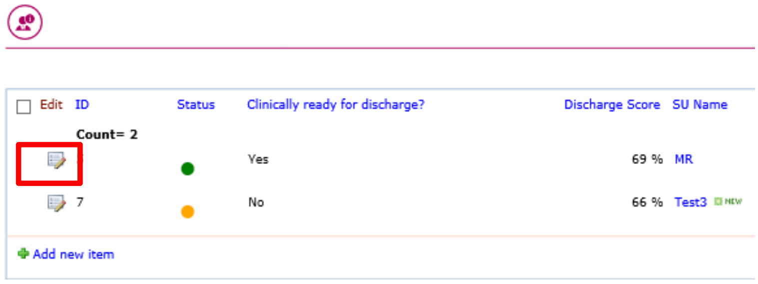


3. A new form will appear. Completed as much of the information as possible (Remember to select the correct ward).

4. Click update form  when complete. The client will be automatically added to the tracker.

Editing client information

1. Click on the “ ” edit button for the relevant client to open the edit form.



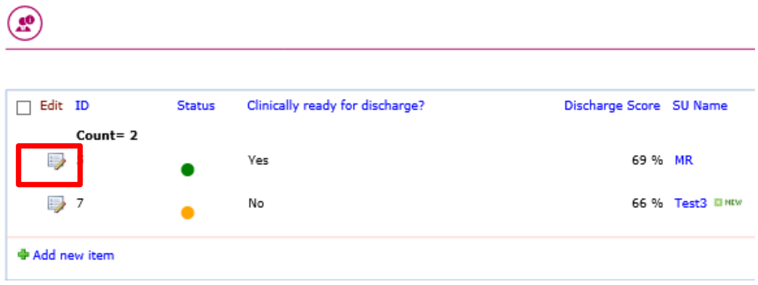
2. The edit form will appear. Update the form as required and click 

3. The client will be automatically updated on the tracker.

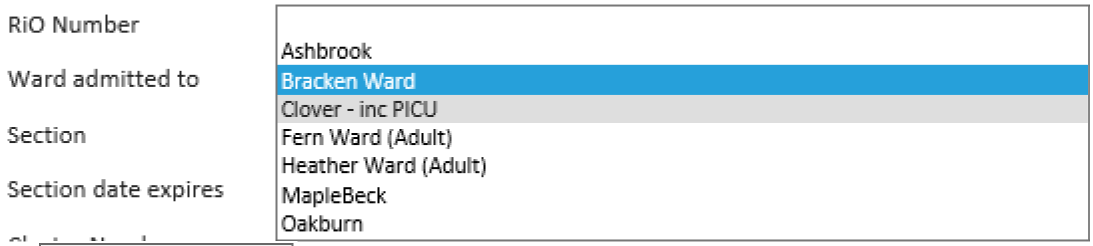
Transferring a client

To transfer a client to another.

1. Click on the “ ” edit button for the relevant client to open the edit form.



2. The edit form will appear.
3. Change the **‘Ward admitted to’** to the ward you wish to transfer to.

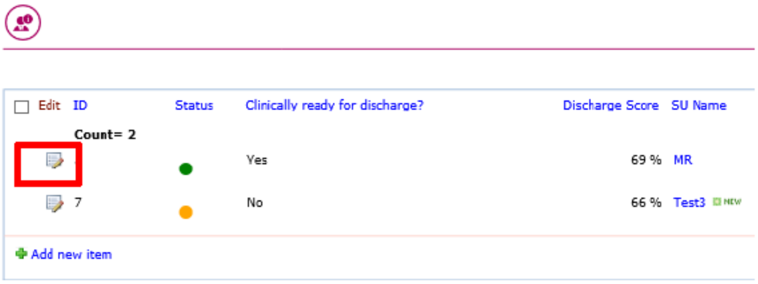


4.
5. Click 

6. The client will be automatically updated on the tracker and be move to the relevant ward.

Discharging a client

1. Click on the “ ” edit button for the relevant client to open the edit form.



2. The edit form will appear. Check the “Discharge Client?” option to “Yes”.
3. A new box will appear called “Actual discharge date”, add the Actual time and date of discharge
4. Click Update Form
5. This will automatically update the information and remove the client form the tracker.

Additional information

- The list has version control so any changes made, will be recorded each time by the person who had added or updated.
- Any part of the form that has the time option must completed 15:10:00 , these values will be reported on.
- Discharging a client doesn’t delete the information, as it only removes the information from the view.

Discharge readiness

Three additional columns have been added on the tracker. These are calculated fields and do not require any manual input.

Discharge Score

There are 8 categories on the tracker as listed below. As each item is successfully completed and updated on the form, it will contribute to the overall total score. There additional factors included as

Categories	Drop down value	Score value
Mental State	RAG	Red = 0 Amber = 0.5 Green = 1
Risk & Safeguarding	Yes/No	Yes = 1 No = 0
Physical Health	Yes/No	
Care Coordinator	Yes/No	
Accommodation	Yes/No	
Benefits	Yes/No	
CTO & Guardianship	Yes/No	
Physical health template completed	Yes/No	
	Possible Total	**8**

Clinically ready for Discharge

The clinically ready section is derived from the 8 categories. These categories are internally managed and are not constrained by external sources for completion. For a client to be clinically ready for discharge, the following must be completed as a minimum. The table below is an example of the minimum requirement.

Clinically ready for discharge	Status
Mental State	Amber
Risk & Safeguarding	Yes
Physical Health	Yes
Care Coordinator	Yes
CTO & Guardianship	Yes
Physical health template completed	Yes
Score	69%
Clinically ready for discharge?	Yes

Please note, if any one of the items from the list above is = No or if the mental states is = Red. The Clinically ready for discharge? field will be set as "No"

RAG Status

Colour	RAG Score:
Red	Less than 50 %
Amber	Between 50-67 %
Green	68+ %

Additional information

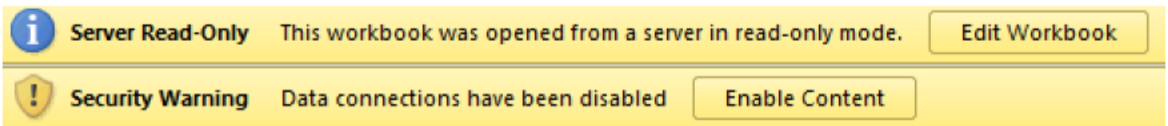
The discharge score also takes in to consideration the clinically ready for discharge field and Mental State. Even if the total score is 8, if the clinically ready for discharge field is "No" it deducts 1.7 from the Total. If Mental State is "Red" it deducts 2 from the total. In both instances, this will indicate that the client is not yet clinically ready for discharge and the RAG status is red.

Reporting

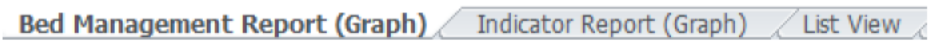
1. On the homepage, click on  icon

2. This will open the file in excel

3. Click "Enable Content" and "Edit Workbook" (if they don't appear, please ignore step 3)

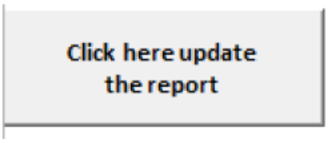


4. The report has three Tabs

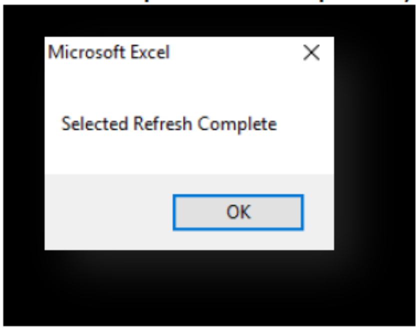


   - Bed Management Report (Graph)
   - Indicator Report (Graph)
   - List View

5. On the Bed Management Report (Graph) tab, you will see the following button. Click the button to update the report



6. Once the update has completed you will receive the following, click "OK"



7. The report, will updated with data as that time

8. When you are done. To save changes only click '**SAVE**' (never '**SAVE as**') and close excel

Medic timetable

Each ward tracker as a Medic table for that day. This is to help identify which medic is available on each ward each day. This information is updated by the admin staff and it has been added to each page as information only

MEDIC TIMETABLE

Week commencing	Ward	Time	Day	Medic
18/09/2017	Heather	10.15	Monday	Dr Oluwadare
18/09/2017	Heather	14.30	Monday	Dr Bhoskar

Business Continuity Plan (BCP) - When unable to access connect

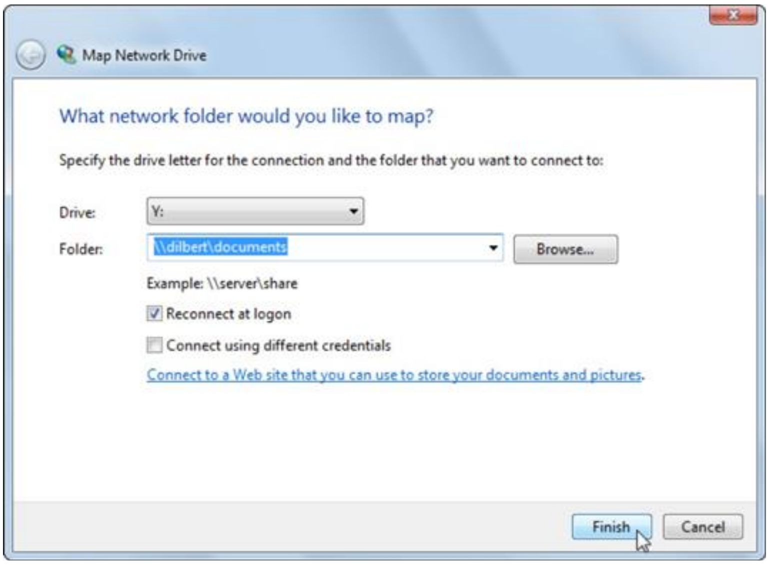
Option 1 – Unable to access Sharepoint

If any of the Bi dash files do not open from connect. They can also be accessed via a network drive. To add the site to a network drive, please follow the following steps

1. Open the Computer window by choosing Start→ Computer.

2. Click the Map Network Drive button on the toolbar to open the Map Network Drive dialog box.

3. Select an unused drive letter for the network folder in the Drive drop-down list. (in this Y has been used)



4. In the Folder text box, enter the network share pathname. Copy and paste this link: http://connect.bdct.local/ourorganisation/ourservices/ais/Documents

5. Select the Reconnect at Logon check box to tell Windows to map this same drive every time you start the computer.

6. Click the Finish button.

When you click **Finish**, Windows creates the network drive and automatically opens it in Windows Explorer. After that, you can access any of the files by simply opening the network drive in the Computer window. Please note: The report data can be accessed but you cannot add or edit the tracker information from here.

If you wish to update the tracker information offline (Only if you are unable to access sharepoint and cannot wait for it to be available to make changes), you can access the data via **Option 2**

Option 2 - Unable to connect to Sharepoint

1. Navigate to J:\InPats\Inpatients & IHTT\Discharge Tool\Sharepoint Backup

2. Open the relevant document
   - **AIS BCP** - To update the data offline
   - **AIS Tracker report backup** – To see the last snapshot of the report

3. Use the same password as the previous tracker

The **AIS BCP** file should be only used, if you are unable to access sharepoint and cannot wait for it to be available to make changes.

Option 3 - Printed copy

In the event of both sharepoint and J drive becoming unavailable. A printed copy of the tracker template should be kept alongside the ward BCP document.

This template can be found here J:\InPats\Inpatients & IHTT\Discharge Tool\Sharepoint Backup and is labelled as **AIS BCP Printable table**

Please note: The **AIS BCP** and **AIS Tracker report backup** files should be backed up by updating the reports daily, to ensure BCP is maintained (Admin Role).