



Using ADA as part of the Gold Standards Framework in Care Homes

How will ADA benefit you?

The After Death Analysis (ADA) audit tool assesses the extent to which we are working towards best practice guidelines. The tool provides practical audit assessment of progress at patient level and clear suggestions for further improvement.

This will build on the progress you have already made and help you find ways to provide the best care for every patient nearing the end of life. It will help you to identify positive aspects of care and identify possible gaps. The results will be compared to national benchmarking information.

By using ADA you will be able to:

- demonstrate the quality and consistency of care you provide
- receive tailored information to help support your practice, perhaps leading to greater consistency and effectiveness of care and inclusion of more non-cancer patients
- receive reports for your care homes suitable for inclusion in your appraisal, re-validation and practice development plans
- provide evidence of gaps in service provision and the need for investment in local service improvements
- have better understanding of the reasons behind un-necessary urgent hospital admissions so they can be reduced
- be part of an innovative audit and training programme that will inform national developments and contribute to improving end of life care for all patients in the future.

This user guide will explain how to log on to a secure online system and enter information which is fully anonymised and confidential. Once the information is to hand entering data is quick and easy. We recommend that you input your data in one go however if this is not possible information can be entered in stages. Always remember to **SAVE each page** as you progress through the audit.

The GSF training programme consists of a half day preparation workshop following which you will be asked to provide information about your last 5 deaths (ADA's), upon completion of baseline ADA's a report will be generated. You will then attend 4 training days, repeating the audit process at the end of the training programme which will enable you to demonstrate the progress you have made.

The project maintains confidentiality at all times.

No identifiable patient information is requested and all data is anonymised as outlined in our Information Governance Policy (see website).

Getting ready

- You will first need to nominate the person who will be completing the ADA audit for your care home, although others can help input information you will need one person to take the lead
- Select the 5 patients you will be using in the audit
- Most questions will be quick and easy to answer. Some information may require further research, for example, the number of unplanned hospital admissions in the last six months of life
- Complete as much as possible from the notes; you may need a clinician to help with diagnosis information
- Answer as many questions as possible, consulting with your team when necessary. If you are unsure of the best response to outstanding questions, you should select 'Don't know', please consider this to be the response of last resort.

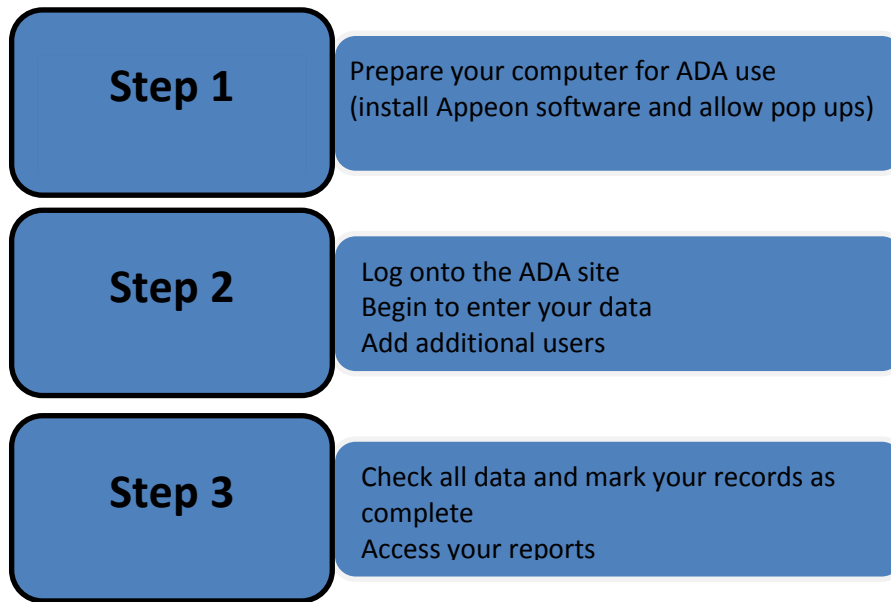
Top tips

- *Keep a record of all deaths for which you have begun entering ADA data by name or sequential reference. Remember the online system is anonymised; you will need to track records carefully*
- *Stay organised. Appoint one person to add new residents to avoid duplication of records. Make one person responsible for ensuring all data is completed and submitted*
- *Create a system to help determine the number of unplanned hospital admissions and hospital bed days*

Caring well for people nearing the end of their life is at the heart of good primary care

Getting started

Once you have received your log in details using ADA is a simple 3 step process:



General information:

To save time we recommend that you collect together all information for the ADAs you are going to input before getting started. Please keep copies of all paper ADAs if you are using them.

In order to ensure all data is captured it is important that you **SAVE** each page of the audit as you go along.

The screenshot shows the ADA software interface. On the left is an 'Unfinished List' with a vertical timeline of Q25-Q26, Q27-Q28, and Lessons and Ideas. The main area is titled 'ADA' and 'After Death Analysis'. It contains a table with columns: Date Started, ADA Number, Organisation, Completed, and Submitted By. Below the table are demographic fields for ADA Stage, Patients Age, Patient Gender, Accreditation, Patient Ethnicity, Baseline, and Date of Death. At the bottom are three large text boxes for 'POSITIVES - What went well?', 'NEGATIVES - What did not go well?', and 'IDEAS - What could be done better?'. A navigation bar at the bottom has buttons for Back, Next, Save, and Close.

Your position in the audit will be shown on the left hand side of the screen, moving from **Unfinished List** to **Q25**

Where there is a choice of answers a drop down box will show you the options available – **click** on the applicable option to select

Occasionally a free text box is provided for you to type in your experiences

When you have entered all data on the page click **SAVE**, and ensure confirmation of your Save is received, before clicking **Next** to move to the next stage of the audit.


Step 1

Preparing your computer

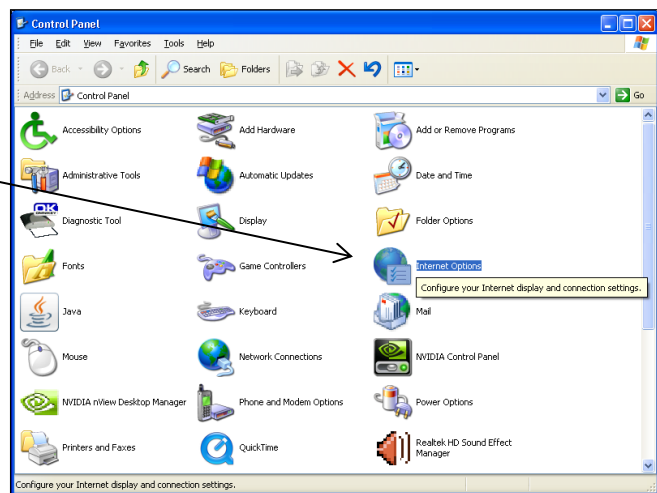
*** Please make the person responsible for your IT system aware that you are taking part in this audit; they may need to make adjustments to your software or firewall*

For Windows XP users


Add the site to the trusted site list and turn off the popup blocker for the install of Apeon

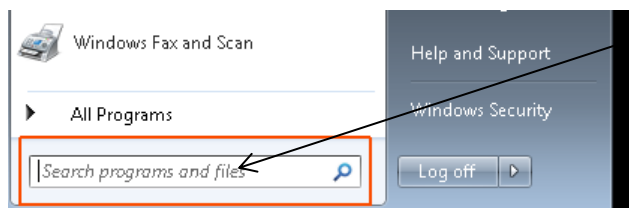
Click on the **Start** icon  at the bottom left of the screen then click on **Control panel**

Double click on **Internet Options**

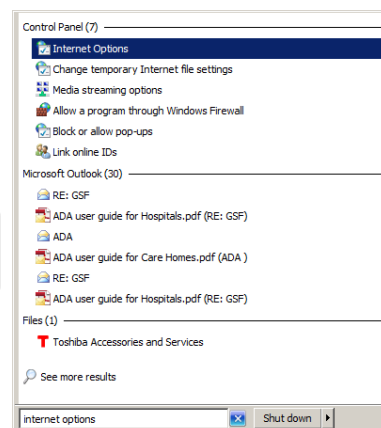


Alternative method for Windows Vista and 7 users

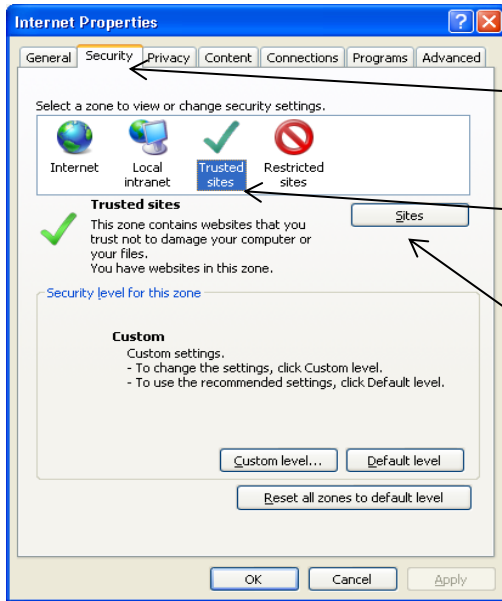
Click on the **Start** icon  to open the windows menu. At the bottom of the menu is a search field, in the 'search programs and files' box type '**internet options**', the following should appear at the top of the menu



Click on the highlighted '**Internet options**' as shown on the right



All users can now continue with the following instructions



The **Internet Properties** window appears.

Click on the second TAB named '**Security**'

Next click on the '**Trusted sites**' option to highlight

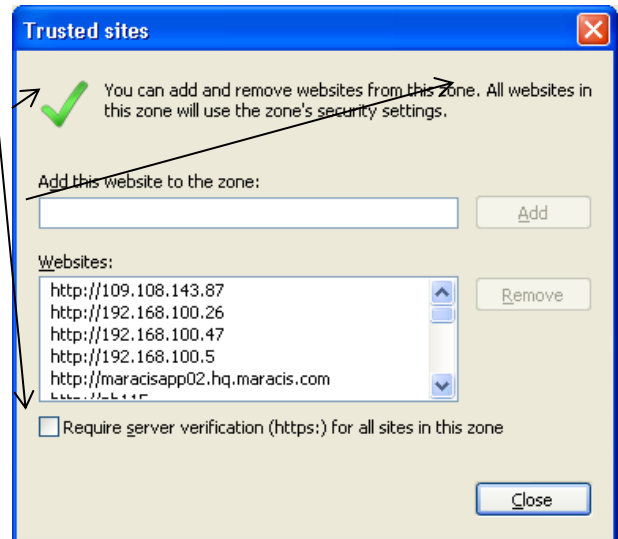
Now click on the '**Sites**' button, the following dialogue box then appears

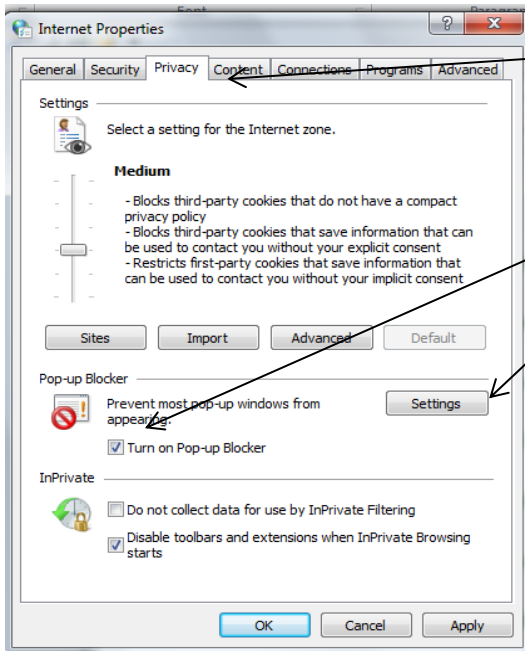
Please ensure the box marked '**Require server verification (https:)**. . . ' contains a tick, if not click to insert

The web address **https://109.108.143.87/** can then be entered into the '**Add this website to the zone**' field

When this is done the **Add** button to its right will become emboldened and can then be clicked. The address will then appear in the 'Websites:' list, as shown in the image on the right

Now click on **Close** to return to Internet Properties



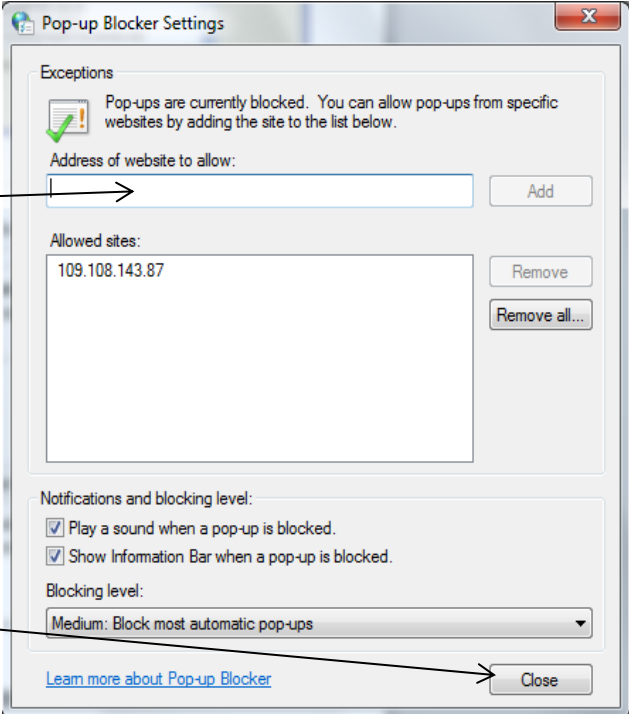


To disable pop-up blocker for Apeeon click on the 'Privacy Tab'

Ensure that the **Pop-Up Blocker** box is ticked. Please press on the **Settings** button and the box below will appear

Please enter <https://109.108.143.87/> in the address of website to allow field and click 'Add' – this will then appear in the Allowed Sites section below (as shown)

Finally click **Close** then click **OK** to close the Internet Properties box



If the above settings are made the Apeeon plug in should automatically install when the ADA web site is visited.

Step 2

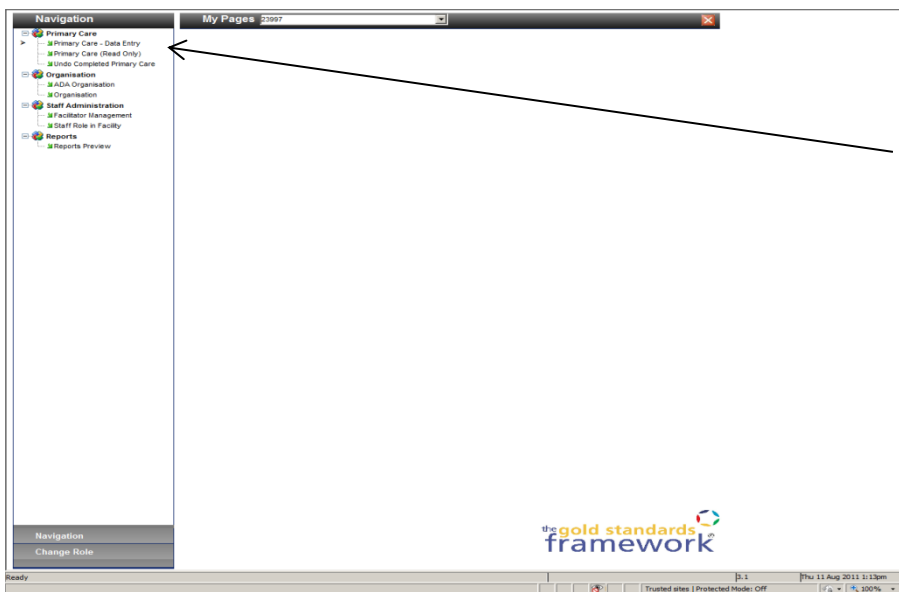
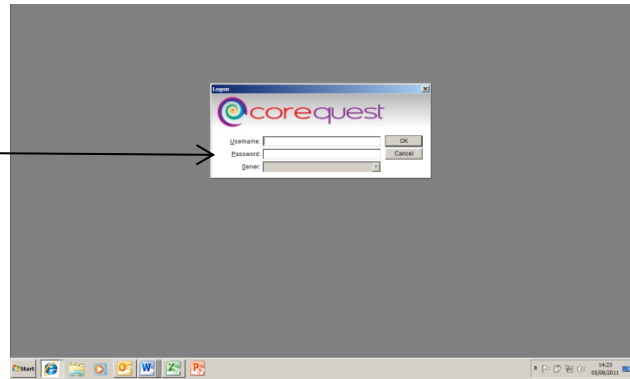
Log onto the ADA site; Begin to enter your data; Add additional users

To enter the ADA site connect to the Internet and type in the link:

https://109.108.143.87/cq_web_newres_v3_1/gsfada.htm alternatively visit the GSF website <http://www.goldstandardsframework.org.uk/GSFAuditTool/adasite.htm> and follow link to Ada Audit Tool, click on the area indicated 'Registered users please click [here](#) to enter data'

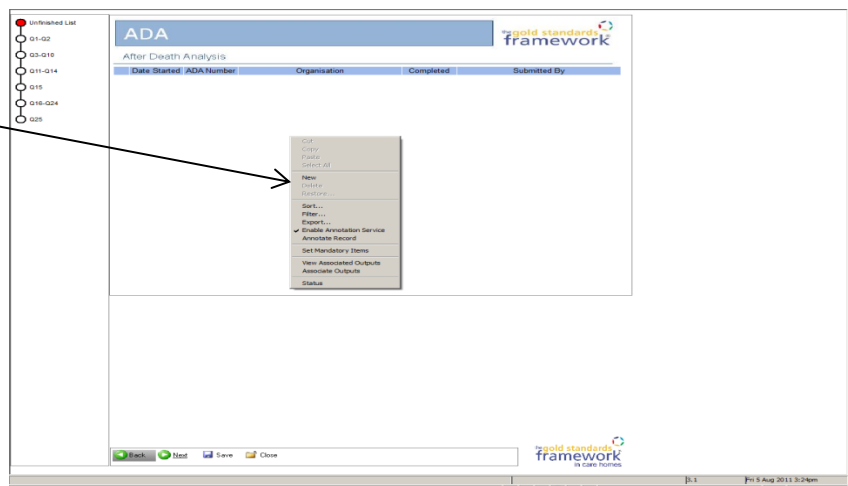
You will now see the following screen

Insert your **Username** and **Password** into the requested areas and click **OK**. At this point you will be prompted to change your password



To begin inputting your ADAs click on **Data Entry** in the Navigation area of your screen

Right click on the ADA screen and click **New**



A numbered ADA will now be available for you to insert your data, **click SAVE to ensure this record is stored on the ADA server and write the number on your patient records for future reference**

Begin by clicking into the indicated area and input the data

To ensure your data is correctly stored it is very important that you click **Save** at the bottom of each page as you complete them

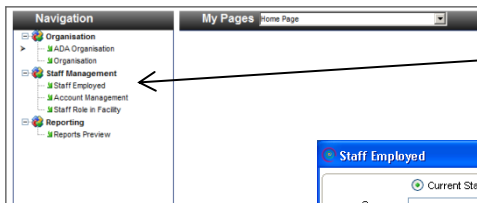
When you have answered all questions on each page, **Save**. You can then return to the data entry home page and mark your ADA as **Completed** by selecting **Yes** from the drop down box, then **Save**. If you have not completed the ADA simply leave this marked as No, you can then return to finish it off at a later stage

When requested select '**Baseline**' for your initial 5 ADAs; '**Follow up**' for the ADA's you input when you have completed the training. '**Accreditation**' will be selected when your organisation is beginning this part of the process

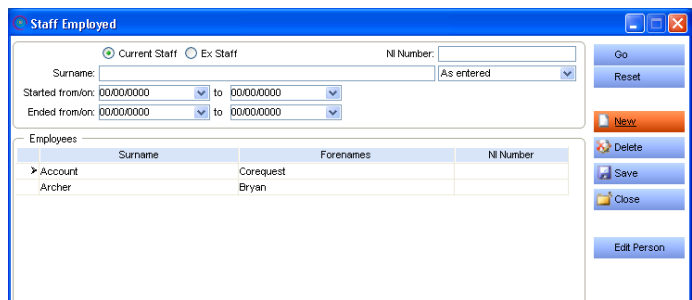
To input another ADA **right** click on the home screen, select **New** and work through the process again.

Once your ADA is marked as Completed the entry will be removed from the Data Entry part of the site but can still be viewed by clicking on (**Read Only**) in the Navigation bar. If you need to amend an ADA you previously marked as Completed click on **Undo Completed** in the Navigation area and change the Completed field from Yes to **No** and **SAVE**. When you return to the Data Entry area you can amend, save and complete the ADA

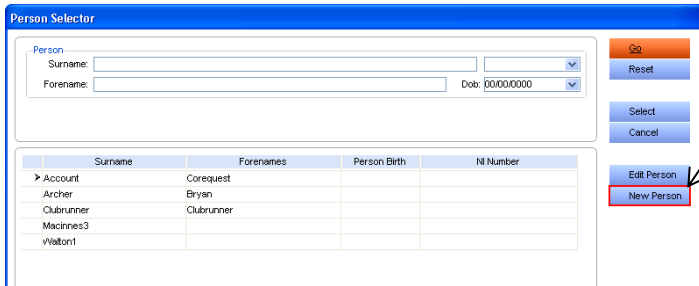
To add information to incomplete ADAs, click on the ADA you want to amend from the home screen and work through the questions, remember to **Save each page** as you go along



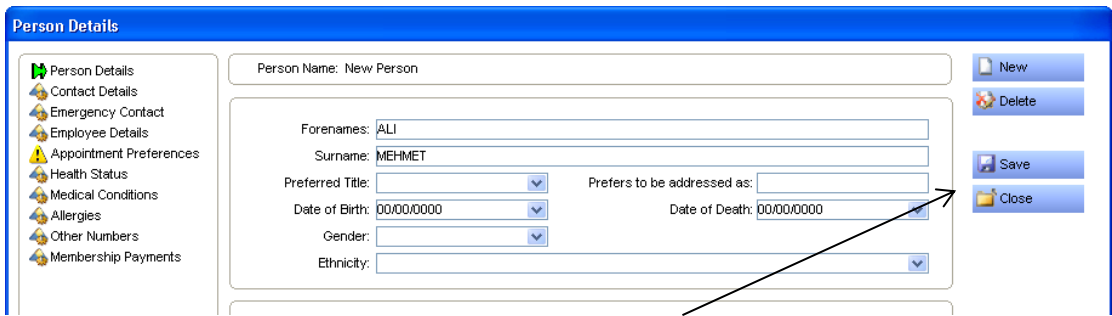
To enable a **New User** to add ADA data, click on **Staff Employed** in the Navigation area



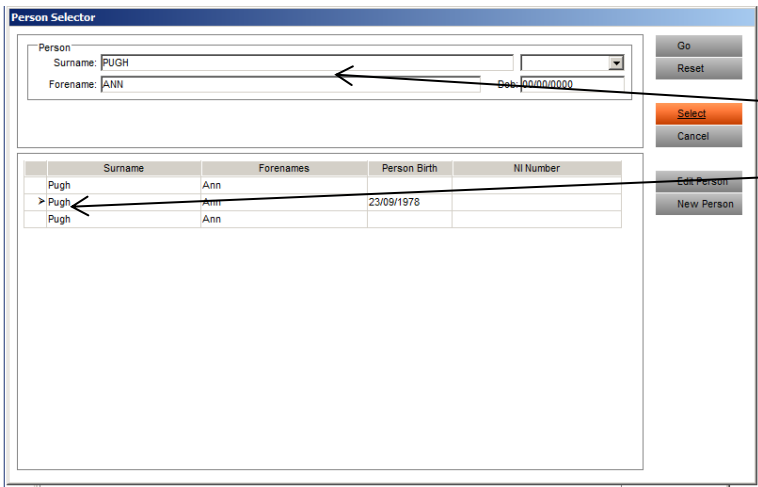
Click on the **New** button



Click on **New Person** in the Person Selector window to add a new user

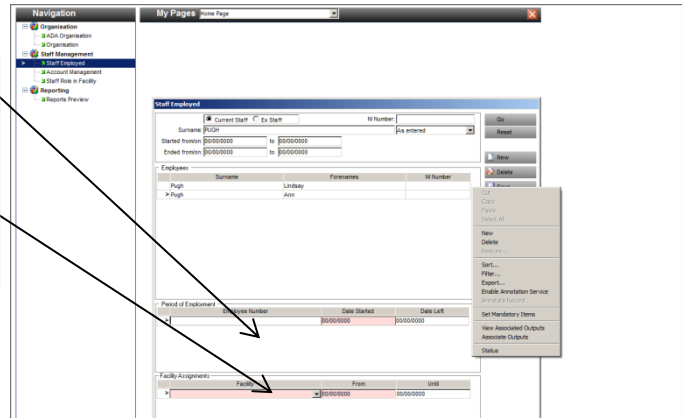


Fill in their **Forename** and **Surname** as above, remember to **Save** and **Close**.

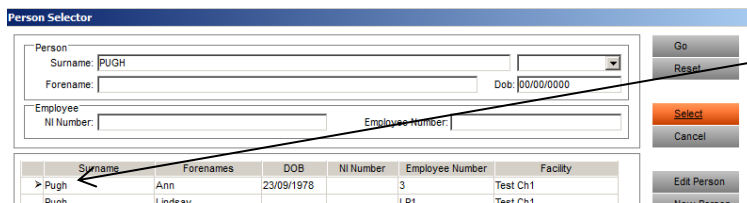


The new staff member will then appear in the **Person Selector** listing, type in their **Surname** and **Forename** and click **Go**. Ensure the arrow is against your new staff member, click on **Select**

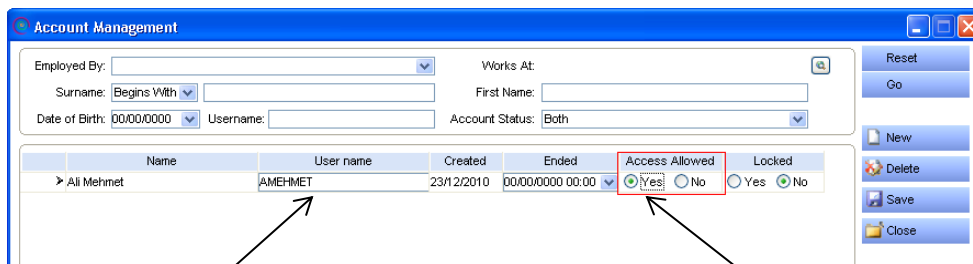
The **Staff Employed** window will reappear, right click in the **Period of Employment** and click **New** to add in details – there is no need to include an employee number. Do the same for **Facility Assignments**, clicking the down arrow to select your organisation (ensure the start date is the date you wish access to ADA to begin). **Save and Close**



Now select **Account Management** from the **Navigation** area to set up a username and password for this new user. Click on **NEW**, type in the employee's name and click **Go**



Ensure the arrow selector is against the employee and click **Select**

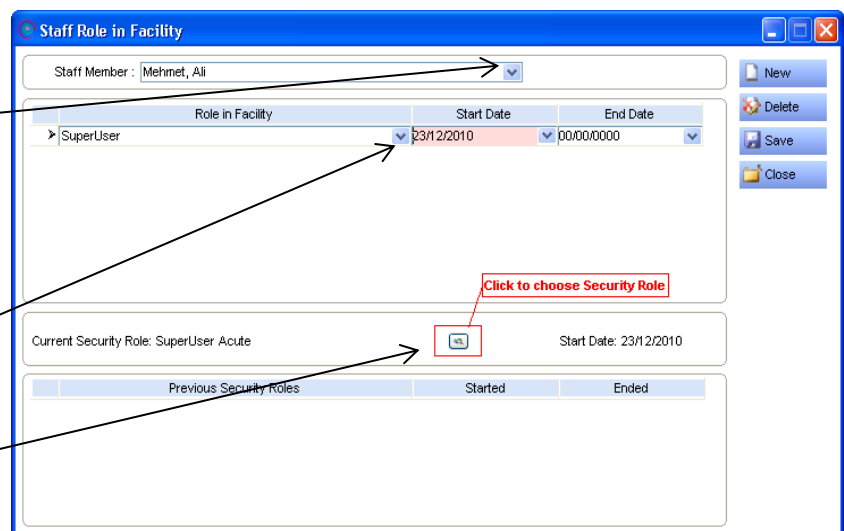


Enter a **Username** (the format for Usernames is CH_ followed by the user's forename and first surname initial eg CH_ANNP), then set the **Access Allowed** option to **YES**. When you **Save** the record, the employee's password will be **CHANGEME**. **Close** the Account Management window

Click on **Staff Role in Facility** from the Navigation area. **Click** the drop down arrow and select the appropriate staff member

Right click in the area under Role in Facility and select **New**. Click the down arrow to select **SuperUser** and insert the **start date**

Click on the **Current Security Role** button to select **Super User**. Click **Save** and **Close** the window; the new user will now be able to log in and access the ADA site

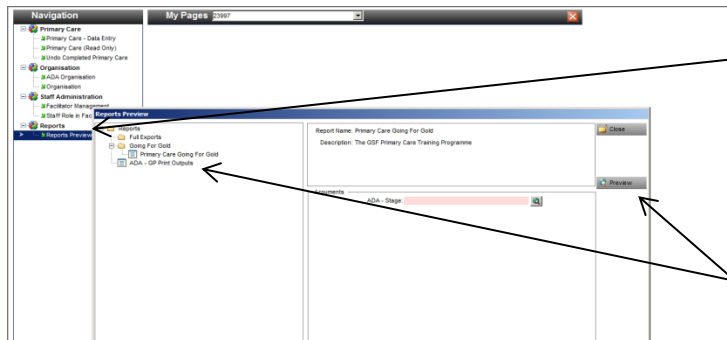


When the user logs into the system they will be prompted to change their password.

Step 3

Check all data; Mark your records as complete; Access your reports

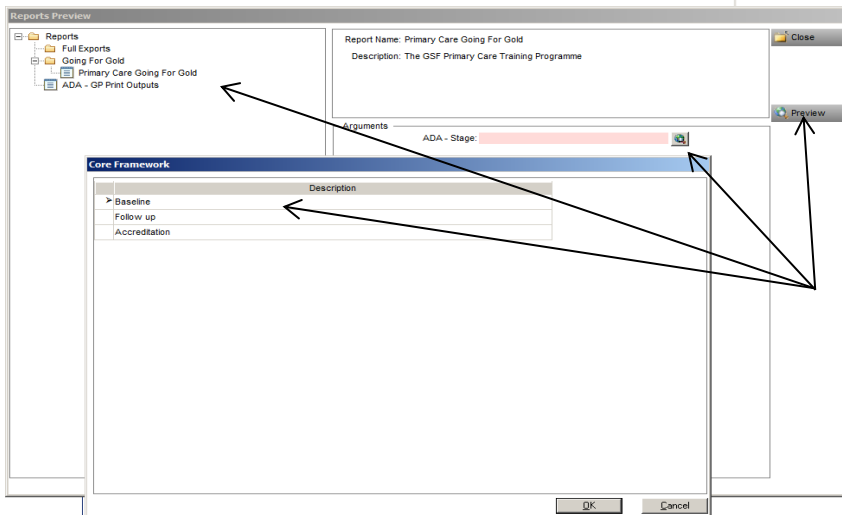
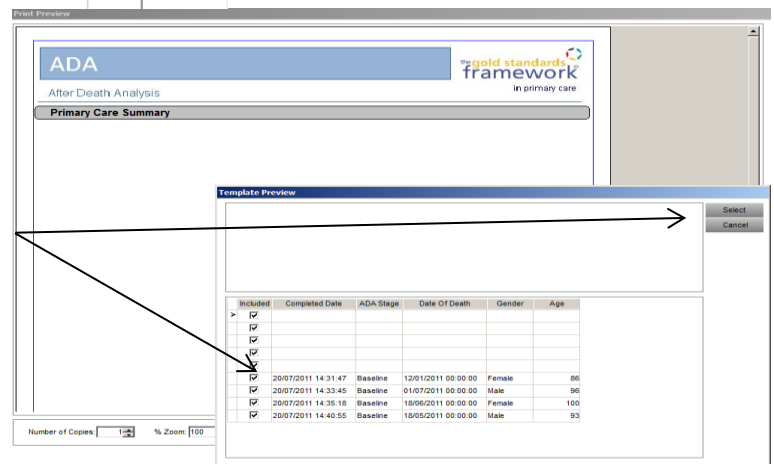
Prior to printing off your reports it is advisable to check your data; only ADAs marked as Complete will be included within your report (review instructions on page7).



To print off a report which displays all your completed ADAs please select the **Reports Preview** button on your Navigation list

Click on **Print Output** and then on **Preview**

You will now see a list of the ADAs you have already entered. Click in the boxes to remove ticks against any ADA you do not want to print. Click on **Select**; you can now view copies of your ADAs which can be printed



To view your full ADA Summary Report click **Going for Gold** to select then click on the **search** icon beside the ADA Stage field, ensure the arrow is against the type of report you want (Baseline, Follow Up or Accreditation), click **OK** to confirm and finally click **Preview** to view and print.

**We hope you found this ADA Guide useful;
to contact a member of the ADA Team
call or email**

01743 291 890 / ada@gsfcentre.co.uk