Guidance for online data submission (Formic)

Introduction

About this guidance

This guidance is provided to assist your Trust/organisation in submitting data online for POMH quality improvement programmes (QIPs).

Timeline

Typically you will have one month to enter data for each QIP, though the period of data collection and entry may overlap if planning allows. The timeline will be at the front of the data collection tool.

Quick tips:

- The POMH lead for your Trust/organisation holds the username and password to access the online data entry form. Please contact them in the first instance if you do not know your login details. The login password is case-sensitive.

- Partially complete forms can be saved and completed later. You can also amend any forms already submitted, as long as you do so within the data entry period. To amend or complete saved forms, you must keep a record of the **receipt number** provided.

- The *team code* format is the *three* digit code used to identify clinical teams. If you do not know your organisation or team code, please contact the local POMH lead for your organization (the POMH central team do not know your team codes).

- We kindly advise you use browsers such as Google Chrome or Microsoft Edge for online data entry on Formic. *Please **avoid using Internet Explorer** and any other unsupported browsers*.

How to access the data collection form online

The following link will take you to the online data collection form: http://rcop.formic.com
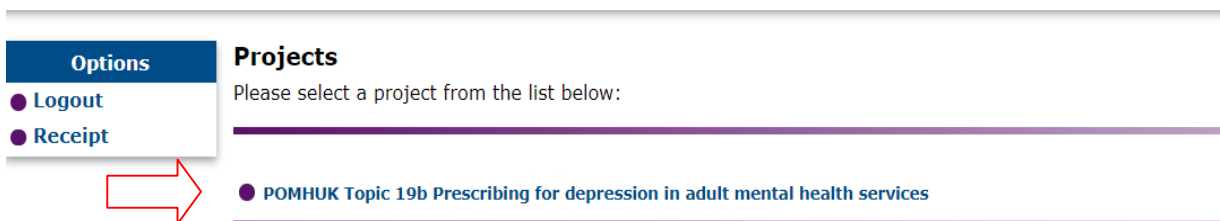Click 'Login' at the left hand side of the screen.

This leads you to the Login page where you need to enter your username and password. These details have been emailed to the POMH lead for your Trust/organisation.

Enter your username and password (passwords are case-sensitive) then click the 'Log In' button located below.
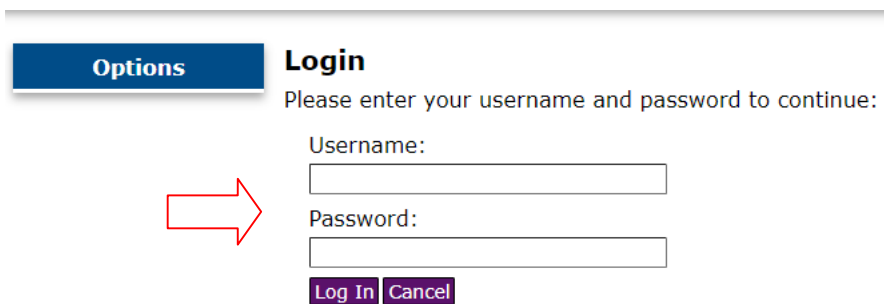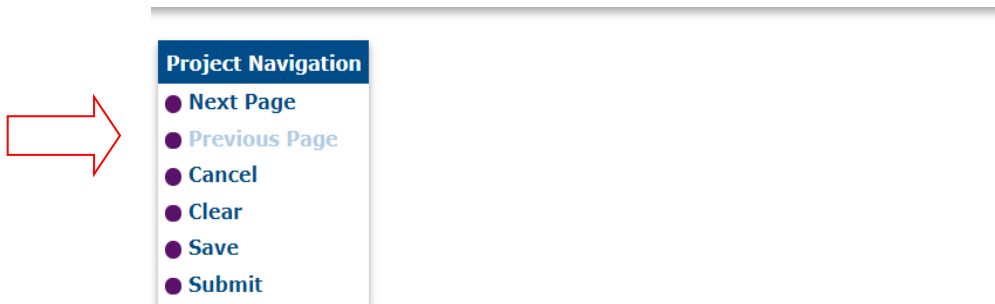

Once logged in, the Projects page lists the audit topics that are open for data entry. Each listed topic is a link. Click the link to go to the relevant online data collection form.

Navigational tools

Links to help you navigate through the form are available on the left-hand side of the screen.

The navigational tool includes the options to go to the 'Previous page', 'Next page' or to 'Cancel', 'Clear', 'Save', and 'Submit' your data.
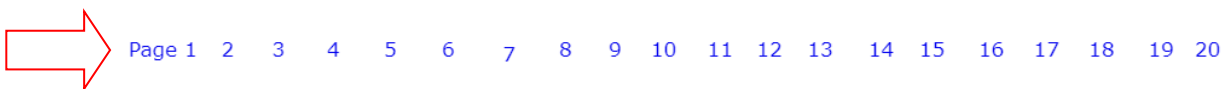
Please note:
- 'Cancel' takes you back to the 'Projects' page.
- 'Clear' **deletes <u>all</u>** the information entered on the form - **not just on that specific page**.
- 'Save' enables you to save a partially completed form for completion at a later date.

Skipping pages

You can jump to specific pages if you need to double-check responses, or to make corrections to a saved form (during the data entry period). Click the required page number shown in the bar at the bottom of each audit form. The page you are currently on will be in bold.


Completion errors

If data are missing or responses are entered incorrectly, these errors will be displayed in the 'Completion Errors' box on the left-hand side of the screen. Details include the page where the error(s) occur, and what the error for that particular question is. You will not be able to submit your form if completion errors are outstanding. You can click the error in the box to return to the question and make your correction.
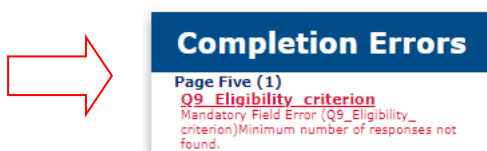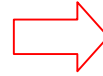
How to enter doses

If applicable, please enter the total dose (TDS) prescribed per day, e.g.:

Haloperidol: 1.5mg x3 a day =4.5mg

Haloperidol:
total oral daily dose, mg

| 4. | · | 5 |

Amisulpride:
total oral daily dose, mg

| 1200 |

Amisulpride: 600mg x 2 a day =1200mg

How to access a partially completed form

A receipt number will be generated for each form you save for completion later. Make a note of this this receipt number in order to easily identify and return to a saved form for future editing, if needed.

Saved.

Your responses for this form have been temporarily saved. To complete this form you will need to reload it using the supplied receipt and select Submit.

Your Receipt ID is: 866S-2SN8-7S

Continue | Save PDF

You can access either a partially completed form or a form that has been submitted (during the data entry period only). To access an incomplete, saved form, navigate back to the Projects page and click on the message "You have partially completed copies of this form". A list of saved forms will appear showing the date and time it was last saved.

To access the form, click on the receipt number:

Options
● **Logout**
● **Receipt**

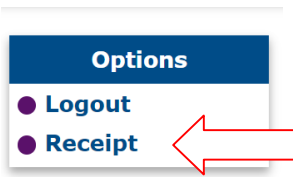**Projects**

Please select a project from the list below:

● **POMHUK Topic 19b Prescribing for depression in adult mental health services**
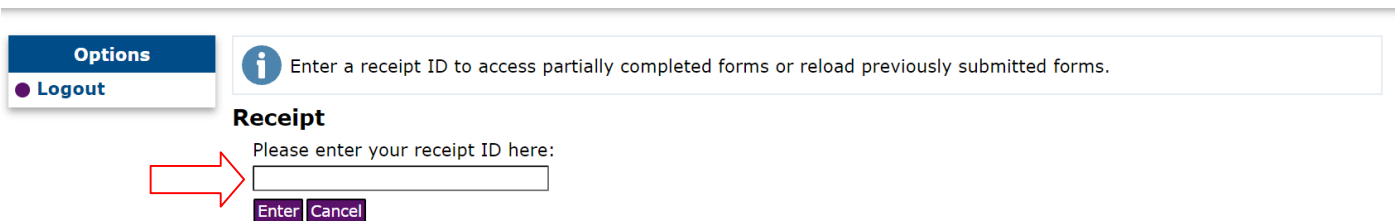1 partially completed copy of this form.
● 29/09/2021 15:34   (866S-2SN8-7S)

After submission you will be taken to the 'Complete' page which will display a thank you message.

How to access a previously submitted form for editing

To access a previously submitted form for editing, return to the 'Projects' page and click 'Receipt'.

Options
- Logout
- Receipt

Enter the receipt ID of the form that you would like to edit and click 'Enter'.

Options
- Logout

Enter a receipt ID to access partially completed forms or reload previously submitted forms.

Receipt

Please enter your receipt ID here:

Enter Cancel

This will take you back to the beginning of your submitted form for editing and submitting. You will be able to return to and edit previously submitted forms until the end of the data collection period.

Saving your form as a PDF

On the 'Complete' page you can save your submitted form as a PDF. The option to 'Save PDF' is located below the receipt ID. Clicking on 'Continue' will take you back to the Projects page where you can submit data for another patient.

Complete.

Thank you for completing this form. Your data has now been submitted.

Your Receipt ID is: 3MF-7N-41

Continue Save PDF

You may want to keep the receipt number for your records

Downloading submitted data

On the 'Homepage' you have the option to download submitted data as an Excel file. By clicking 'Download data' you will be able to save and review this file of all submissions up to that point.

● **POMHUK Topic 19b Prescribing for depression in adult mental health services**   Download Data

This function may be useful to track and update submissions at a local level during the stage of data entry. Please note during data cleaning you will still receive a raw dataset from POMH.

Support and guidance from the POMH team

The POMH team is available to provide support Monday to Friday during office hours.

A printable version of the data collection form, guidance documents, participation certificate and the link to the online form will have been sent to your local POMH audit lead. Please contact them in the first instance.

POMH contact information

For queries on data submission, please contact a member of the POMH project worker team:

Telephone: 020 8618 4010
Email: POMH-UK@rcpsych.ac.uk