Ambulance Linkage
User guide
Registration process
Signing in
Finding patients in SSNAP
Entering ambulance data
Locking records
Importing ambulance data
Records unlocked by the acute teams
Exporting case management data
Exporting cases available for data entry
Exporting locked ambulance records
Downloading export files
Data submission deadline
1) Click register select

2) Select ‘Ambulance trust’

Contact details for SSNAP helpdesk
3) Select the relevant ambulance service from the list

4) Enter your basic details, such as your name, role and what type of emails you would like to receive from SSNAP

5) Click here to register. A Terms and Conditions email will then be sent to your provided email address. Click on the link provided within the email to approve your account. Your webtool account will not be activated until the terms and conditions of participation have been accepted.

2) You will need the 'Registration Code' for the team that you are registering for. This can be provided by the Lead Contact and Second Lead Contact of each team (to be found in their 'User Profile' area of the webtool).

We encourage each ambulance service should designate a: clinical lead for SSNAP responsible for data quality and will sign off. This is to ensure that the processes for collecting and entering data are robust.

A deputy (second lead) responsible for the day to day submission of SSNAP data. This user will be the first point of contact for SSNAP.
Enter your username and password and select sign in
Information about SSNAP audits can be found here.

To access the ambulance section of the webtool: go to the ‘Clinical’ tab then ‘Ambulance data’ from the list.

This function can be used to search for frequently asked questions or send specific queries via Zendesk email service.

This is where personal details can be found. Here changes to password and settings can be made. Each team can find the 6 character registration code.
Three functions are available to find patients:

1. From this dropdown you can show patients assigned to your ambulance service within a particular timeframe:
   - This month
   - Previous month
   - Past 7 days
   - Past 30 days
   - Past 90 days
   - Past year
   - All time

2. You have the options to show:
   - All
   - Available for data entry
   - Not locked to 72 hours

If there is a patient erroneously assigned to your ambulance service, please make a note of the number of cases and submit a return at the end of the data submission dealing.


Additionally, you can contact the transferring team to revoke this record.
Using information from your ambulance records enter at least two of the four fields to search for a patient in SSNAP.

Please note field 4. requires two entries.
This option allows you to view and export completed records

Use this to include all hospitals or narrow down to a specific hospital

Enter the relevant information here when searching for a specific case

From this dropdown you can show patients completed by your ambulance service within a particular timeframe:
- This month
- Previous month
- Past 7 days
- Past 30 days
- Past 90 days
- Past year
- All time

This allows you to view records based on status:
- All
- Incomplete
- Complete
- Locked
**Ambulance data**

Please select your ambulance trust from the dropdown menu below.

- Ambulance Service
  - List patients in SSNAP assigned to your ambulance trust
  - Search for patient in SSNAP
  - List patients with ambulance data already entered by ambulance trust

Patients must have been admitted on or after 01 February 2019 to be included in reporting.

Show:
- All time
- from 01/01/2019 to 05/06/2019

Search:
- SSNAP status:
  - All

**Only locked records added prior to the current month can be entered**

Files downloaded are encrypted to the AES-256 standard and require a password. In order to open the file you will need to use a tool like 7-zip (www.7-zip.org) that allows AES-256 encrypted files to be opened (AES-256 zip files cannot be opened in Windows).

Password (min 6 characters): [Enter to CSV]

- Team
- Id
- NHS No.
- Name
- CAD number
- Arrival
- Status

**Patient identifiable information is not to be shared with SSNAP**

Click on any of the following headers to sort by: Team; ID; NHS No.; Name; CAD number or Arrival.

This refers to the team name and code that has transferred the record.

Click here to enter data for the patient.

This is the date and time of arrival at first hospital.

This is the status of the ambulance record.

You will only be able to enter data for patients who’s record has been locked to 72h. This means data regarding the first 72 hours of inpatient stay has been completed and signed off.

All records will be created with a unique SSNAP patient ID.

If you need to contact the helpdesk regarding a record, please only use the SSNAP Patient ID.
Selecting this symbol allows you to enter a comment regarding that specific question.

Selecting this symbol will display help notes regarding that specific question.

Records must be saved after each updated. It does not automatically save. This can be used to go back to the previous screen.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this will display data entered by the team transferring the record.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this symbol allows you to enter a comment regarding that specific question.

Selecting this symbol will display help notes regarding that specific question.

Records must be saved after each updated. It does not automatically save. This can be used to go back to the previous screen.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this will display data entered by the team transferring the record.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this will display data entered by the team transferring the record.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this will display data entered by the team transferring the record.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this will display data entered by the team transferring the record.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this will display data entered by the team transferring the record.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this will display data entered by the team transferring the record.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.

If CAD is not the same but patient matched on other criteria, enter CAD number according to ambulance record.

Selecting this will display data entered by the team transferring the record.

This refers to the status of the record it will either be ‘Not saved, Incomplete or Complete’.
1) Select save once all data has been entered

2) Once all required data has been entered and saved, the option to lock the record will become available

By locking the record you are signing off that the data entered is accurate

This must be done by the end of each reporting period
Once a record has been locked you can still view the record. However, it cannot be amended, unless an unlock request is emailed to ssnap@kcl.ac.uk. In this email detail the SSNAP id of the patient and the reason for the unlock.

Patient identifiable information is not to be shared with SSNAP.
Ambulance teams can import data using this function.

Selecting ‘Yes’ will automatically lock completed record after import.

Imports can be tested to ensure the correct format is used.

Please note: The file name of all CSV imports should start with your team code.

Selecting 'Yes' will automatically lock completed record after import.

All import files should follow a specific layout and format.

Please note: The file name of all CSV imports should start with your team code.

**Import code**

- **ImportIdentifier**: Unique id provided by the ambulance team when importing record. Used to identify each specific import.
- **ArrivalDate**: DD/MM/YYYY
- **TeamCode**: Team code of the hospital the patient was conveyed to.
- **CadNumber**: Max 12 chars
- **NHSNumber**: Max 10 chars
- **Surname**: Max 30 chars
- **BirthDate**: DD/MM/YYYY
- **PostCodeOut**: 2-4 chars. First part of postcode
- **PostCodeIn**: 3 chars. Second part of postcode
- **CallConnectedDateTime**: DD/MM/YYYY hh:mm
- **DeparturePatientLocationDateTime**: DD/MM/YYYY hh:mm
- **ArrivalHospitalWheelsStopDateTime**: DD/MM/YYYY hh:mm
- **ArrivalHospitalWheelsStopDateTimeNotKnown**: True = 1, False = 0
- **ArrivalHospitalMobileDataDateTime**: DD/MM/YYYY hh:mm
- **FastPositive**: Y - Yes, N - No, UA - Unable to Assess, NR - Not recorded
- **PreHospitalImpression**: FP - FAST positive, FN - FAST negative (Suspected stroke), O - Other
Once the file has been submitted. A summary of import will be displayed.

A detailed breakdown of the summary will also be displayed, with the option to export these errors.
Because this record has now been unlocked by the acute team, you will not be able to view the ambulance record anymore until the acute team has locked their record again. This is because the ‘show hospital trust data items’ displayed in the ambulance record has to be updated with the relevant information.

Acute teams sometimes unlock their records, when they need to correct some information. This is not the ambulance record that is being unlocked.
Exporting case management data

Password should be a minimum 6 characters, one capital letter, includes a number and includes a special characters e.g. Password123!

You can export all records locked to 72hrs that have been assigned to your ambulance service

**Technical requirements on your computer for encrypting data files:**
- ‘7 zip’ or similar file archiver with a high compression ratio.
- **System requirements for ‘7 zip’ for Windows:** 7-Zipworks in Windows 10 / 8 / 7 / Vista / XP / 2012 / 2008 / 2003 / 2000 / NT

This will then download the zip file
Exporting cases available for data entry

You can select the relevant reporting period you would like to download.

To export for import the SSNAP status must be set to 'Available for data entry'.

Password should be a minimum 6 characters, one capital letter, includes a number and includes a special characters.

An extra export button will be displayed if there are records available for this SSNAP status.

Once the export has been downloaded you should validate the relevant hospital fields in columns A-I and then enter the ambulance data in columns J-P before you import it back into the SSNAP webtool via the import tab.
To export all completed records entered by your ambulance service select ‘locked’ status.

Technical requirements on your computer for encrypting data files:
• ‘7 zip’ or similar file archiver with a high compression ratio
The csv document can be extracted from the zip file by following these steps:

1) 7Zip> extract here> enter the password previously created

2) CSV file will then become available
Ambulance teams will be given a deadline to enter and lock all their data for the relevant reporting period.

For each data submission deadline teams should ensure all records for that period have been:

- Entered
- Reviewed
- Locked

There will be interim monthly reporting of records entered by the ambulance teams.

Following the acute teams data locking deadline, an additional ambulance data report will be produced, this report will cover the previous quarter.
Contact SSNAP for further queries
ssnap@kcl.ac.uk
https://www.strokeaudit.org/Support.aspx
+44 (0)116 4649901