Physiotherapy Form – How to upload data

1. Click on tab (red arrow) and green box appears. Click on "SMA Reach Physiotherapy Form"

2. Project form appears. Enter date and click on "create or find form". This is to ensure that the data has not already been entered for that date.
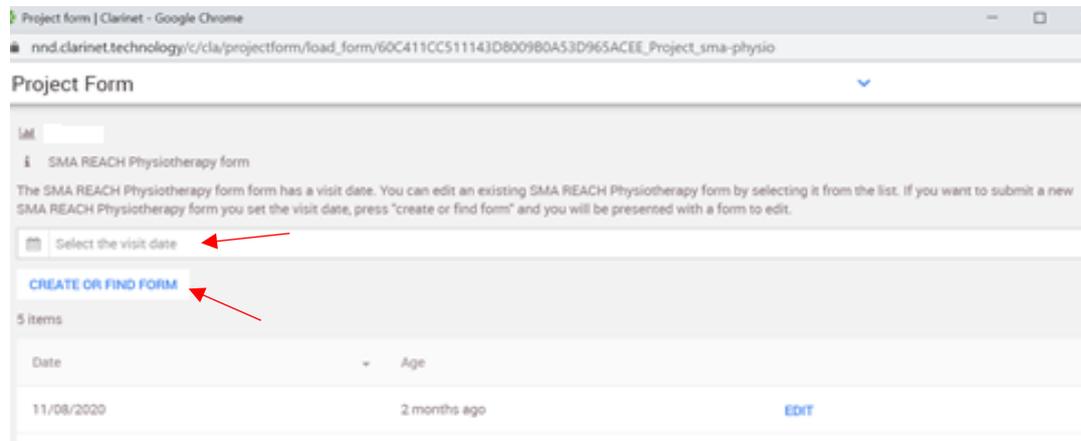
3. Complete all fields (see below for details)
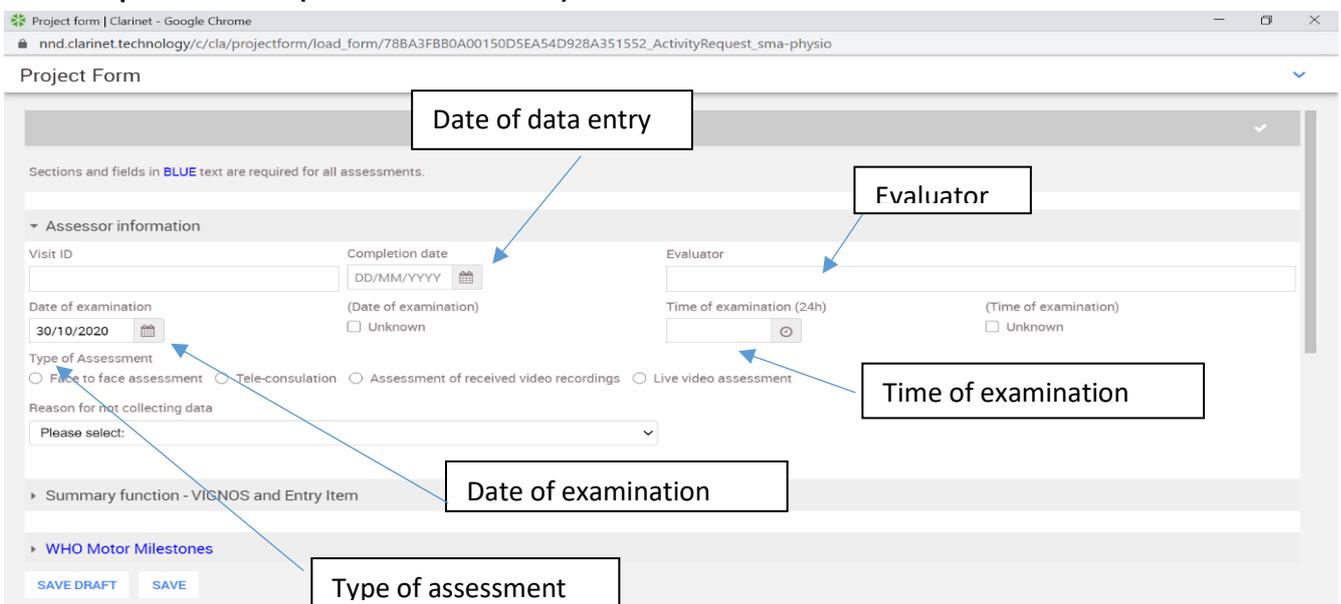
4. Entering data – very important to enter data in EVERY ASSESSMENT FIELD. Even if the assessment was not completed, "NO" should be clicked with a <u>reason</u> as per coding.

If "N- other" is selected, an option can be chosen from the drop down menu. This is necessary for data collection and reporting.

If none of the options in the dropdown menu are applicable, "OTHER" can still be chosen and free text should then be used to describe this.

5. Once all the assessments have been added, press "save". The green box will show as "document saved successfully!" at the bottom of the form.
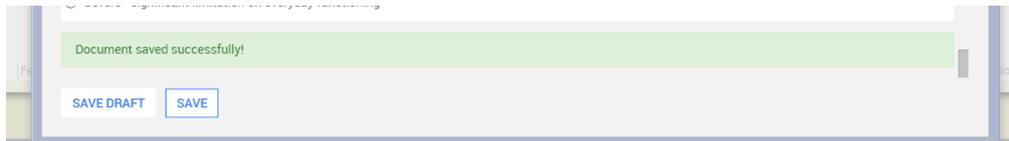
6. The assessments can be modified/amended by clicking on the saved assessment on the timeline and selecting "modify form"
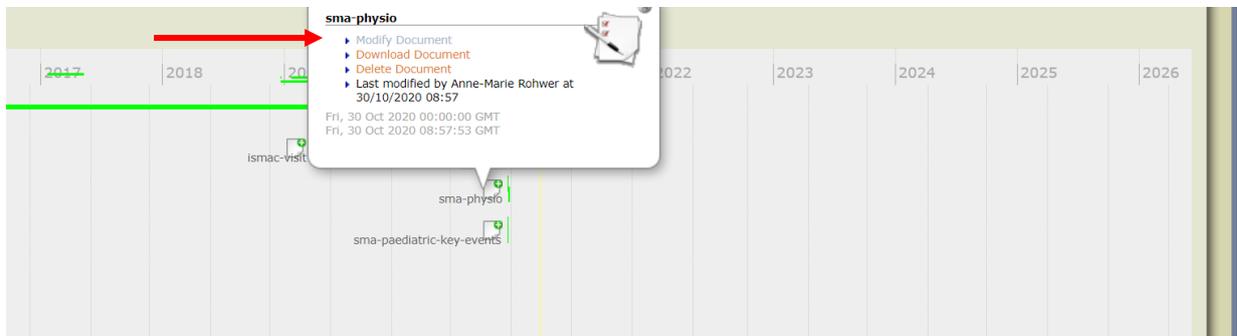
7. View of Assessments on Timeline: the start of the _green line_ indicates the assessment completion date (as completed on form) and the end of the green line indicates when the assessment was uploaded or modified/edited. This information is also visible in the bottom of the white box.

The top date range is a _summary in years_, where assessments are indicated with a green line

The bottom date range shows _months and years_ – with current view
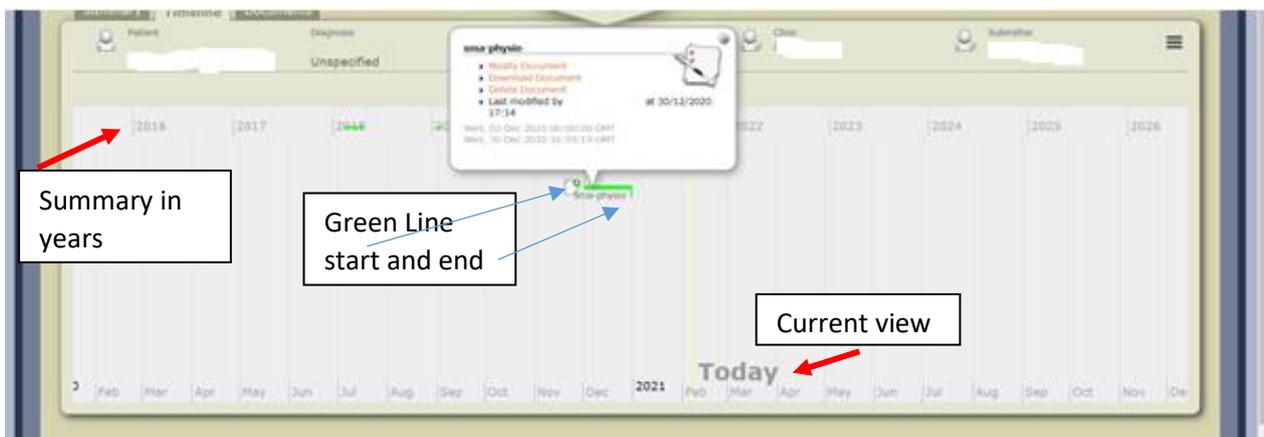
Important Notes:

1. Once the information for all the fields under "Assessor information" has been filled in (e.g. date of assessment, assessor name, etc.), it is not necessary to complete this for every assessment *unless* it is different to the information filled in initially

2. Mandatory assessments for the Nusinersen MAA:

- CHOP
- HINE
- RHS
- WHO
- RULM
- Contractures

3. Where an assessment was not completed, "NO" must be ticked with a reason. Where "X-other" is the reason, free text must be entered to explain reason for not entering

4. For contractures – this is under the section "Respiratory, Orthotics, and Management". Please remember to tick "YES" or "NO" (with reason coding) even if none of the other assessments in that section were completed (e.g. lung function, other questions), please indicate "YES" if contractures were done (mandatory for MAA)