

PROM Dashboard Quick Review

Questions or feedback? Contact
[DMAR Support](#) or email
digitalservices@sheppardpratt.org

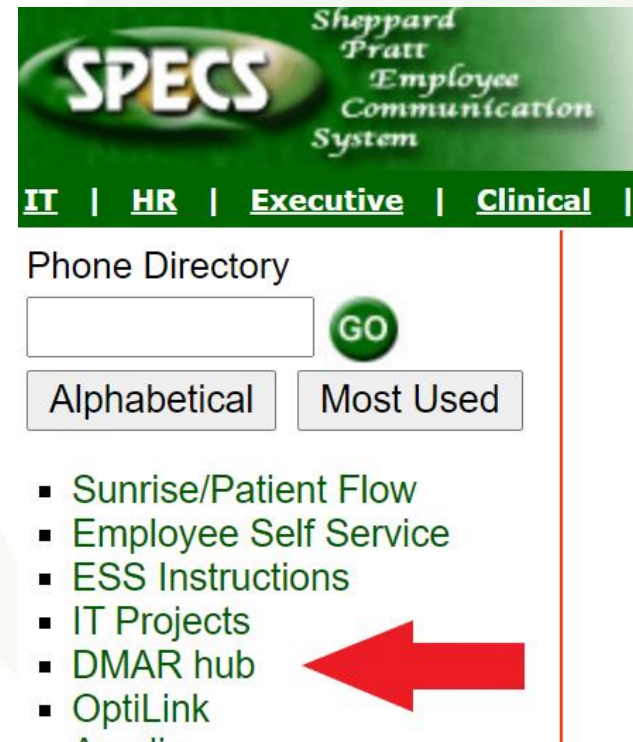
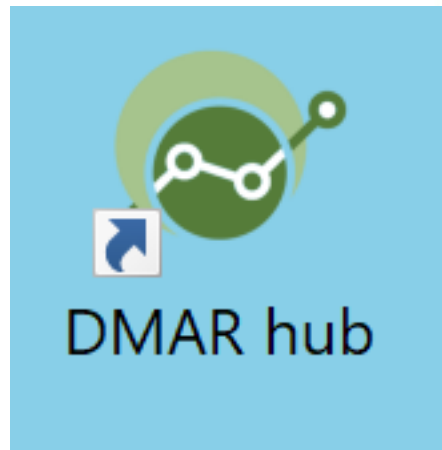


Sheppard Pratt

Accessing PROM Dashboards and Patient QR Codes

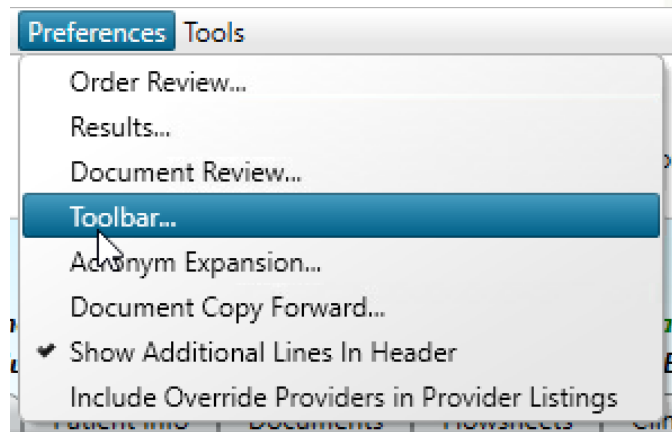
How to Find the PROM Dashboard

- **For Sunrise users**, your PROM dashboard can be found at <https://sphsoutcomes.net/>.
- Once you've logged into a Sheppard Pratt computer, look for the DMAR Hub icon on the computer desktop or the DMAR Hub link on SPECS

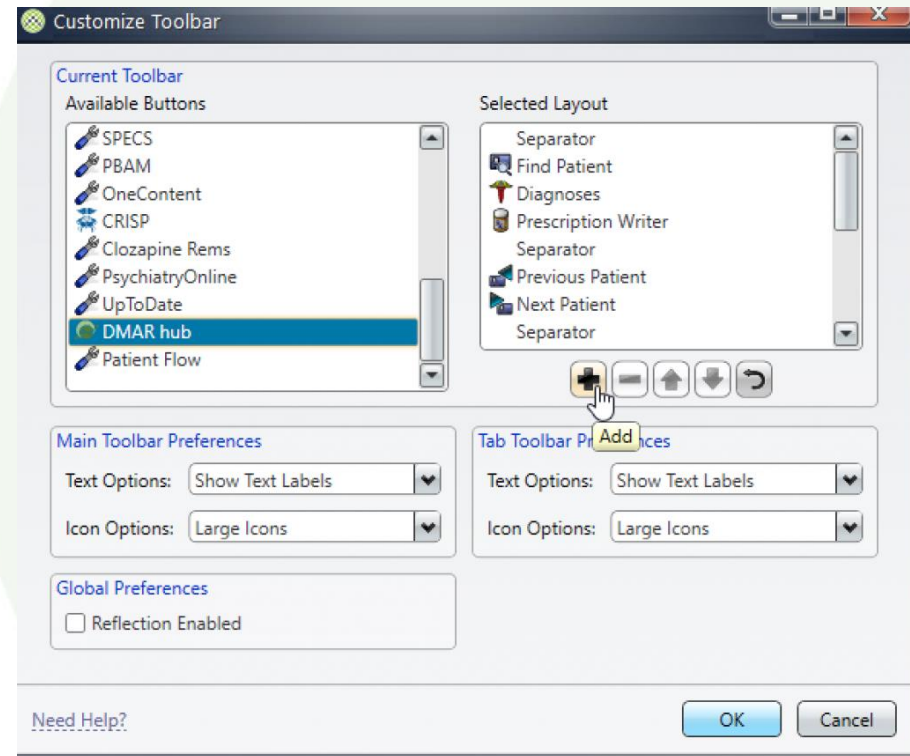


Adding DMAR Hub in Sunrise

1. In Sunrise, find the Toolbar settings under Preferences



2. Use the + symbol to add DMAR Hub to your toolbar. Click OK.



How to Request Access to a PROM Dashboard

First time DMAR Hub users will be redirected to a location request page

- Users will select the appropriate location and their clinical/administrative role.

Users can also request access to new locations through DMAR Support

- Under Support Options, select **Location Request**. A PROM team member will inform you when you have been provided access to your PROM dashboard.

Choose your Sheppard Pratt location(s)...

Click on all SPHS locations that you work at and click submit.

Day Hospitals and Inpatient (PROM Only)

- Adult Day Hospital - Towson
- BW Child & Adolescent Day Hospital
- BW Mood Disorders
- Retreat (current residents)
- Sullivan Day Hospital
- Towson Child & Adolescent Day Hospital

Outpatient & Specialty Services (PROM & Telehealth Only)

- Autism Diagnostic Center
- Psychiatric Urgent Care (Towson & BW)
- Towson Outpatient Services (ROPC, ECT, TMS, Neuropsych)

Other

- Admissions - Copes
- Admissions - Life Launch
- Admissions - Retreat
- Admissions - Specialty
- Admissions - Trauma
- Central Staffing
- Infection Control - Yellow Beader
- PROM Overview Metrics
- Outreach
- Tableau - Hospital Leadership
- Tableau - School/RTC
- Telehealth Hub (inpatient providers)
- Other Program

Select your role at the locations you selected above: *

- Administrator / Front Desk
- Clinician
- Site/Program Manager
- Other

Submit

Support Information myDashboard

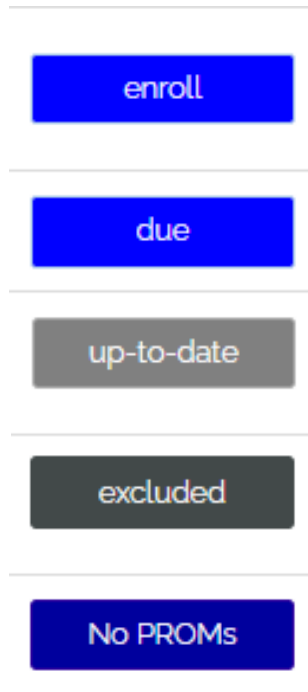
Support Options

Support

Location Request

PROM Dashboard Buttons

The PROM columns will display various buttons to show which patients are completing PROM



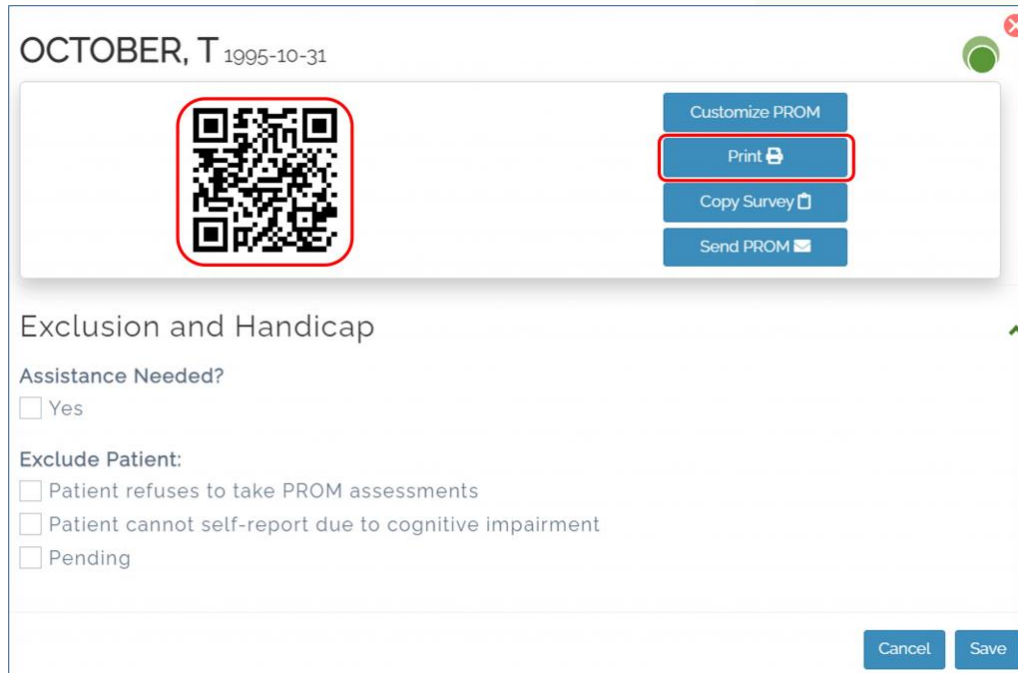
Button definitions

- **enroll**: the patient is ready to complete PROM for the first time. A QR code will be available once selected.
- **due**: there is a follow-up PROM ready for the patient to complete. A QR code will be available once selected.
- **up-to-date**: the patient has completed their most recent PROM
- **excluded**: for patients that are not receiving PROM because they are identified as refusing to participate in PROM or are identified as unable to self-report due to cognitive impairment.
- **No PROMs**: the patient does not have any PROMs selected to complete.

Finding PROM QR Codes

To find individual patient QR code, click on the PROM button in the patient PROM column.

- If the PROM button shows 'enroll' or 'due', the patient's QR code will be available.
- You can also print the QR code.



OCTOBER, T 1995-10-31

Customize PROM

Print

Copy Survey

Send PROM

Exclusion and Handicap

Assistance Needed?

Yes

Exclude Patient:

Patient refuses to take PROM assessments

Patient cannot self-report due to cognitive impairment

Pending

Cancel Save

To download QR codes for multiple patients, click on the blue file button in the upper right corner of the dashboard

- A PDF of the QR codes will be created. Only QR codes for patients with an 'enroll' or 'due' button will be included



- **Note: QR codes are not permanent. The patient will have a new QR code for each PROM iteration. For example, the first set of PROMs will have a unique QR code, the second set will have a unique QR code, etc.**

Best practice is to print QR codes daily.

Excluding patients (or removing exclusion) from PROM

- To exclude a patient from PROM,
 1. Click the patient's patient PROM button.
 2. Under 'Exclusion and Handicap', select the appropriate exclusion criteria.
 3. Select Save. The patient's PROM button will update to 'excluded'.

excluded

AUTISM, Z 2020-01-01

Patient is excluded from PROM Customize PROM

Exclusion and Handicap


Assistance Needed?
 Yes

Exclude Patient:
 Patient refuses to take PROM assessments
 Patient cannot self-report due to cognitive impairment
 Not eligible

Cancel Save

- To remove a PROM Exclusion,
 - Click the 'excluded' button for the patient
 - De-select the exclusion criteria.
 - Select Save. The patient's PROM button will update to 'enroll' or 'due'

CLAIMS, Z 1997-09-07

 Customize PROM
Print
Copy Link
Send PROM

Exclusion and Handicap

Assistance Needed?
 Yes

Exclude Patient:
 Patient refuses to take PROM assessments
 Patient cannot self-report due to cognitive impairment
 Not eligible

Cancel Save

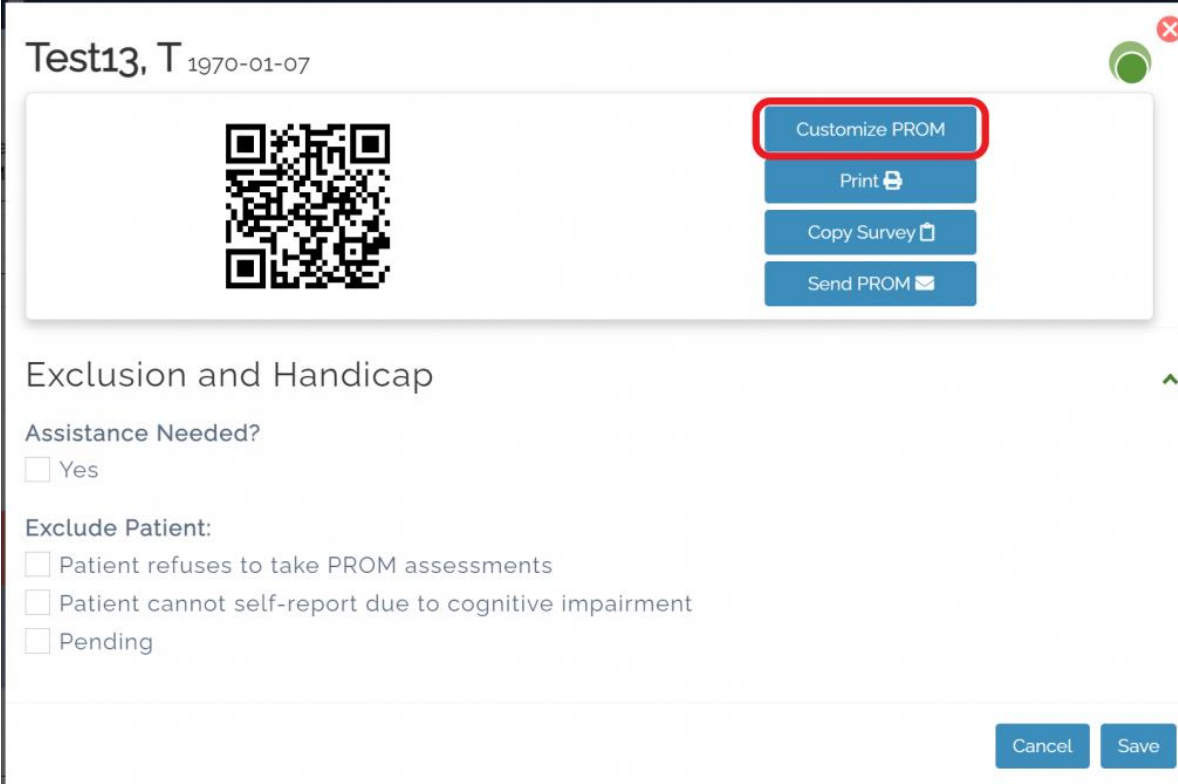


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Customizing PROMs

Customizing PROMs & Frequency

- While PROMs are preselected for patients (*for most patients this includes a depression and anxiety screener every 3-5 days*), PROMs can be customized for each patient.
 1. On the dashboard, select your patient's PROM button.
 2. Select **Customize PROM**.



Test13, T 1970-01-07

QR Code

Customize PROM

Print

Copy Survey

Send PROM

Exclusion and Handicap

Assistance Needed?

Yes

Exclude Patient:

Patient refuses to take PROM assessments

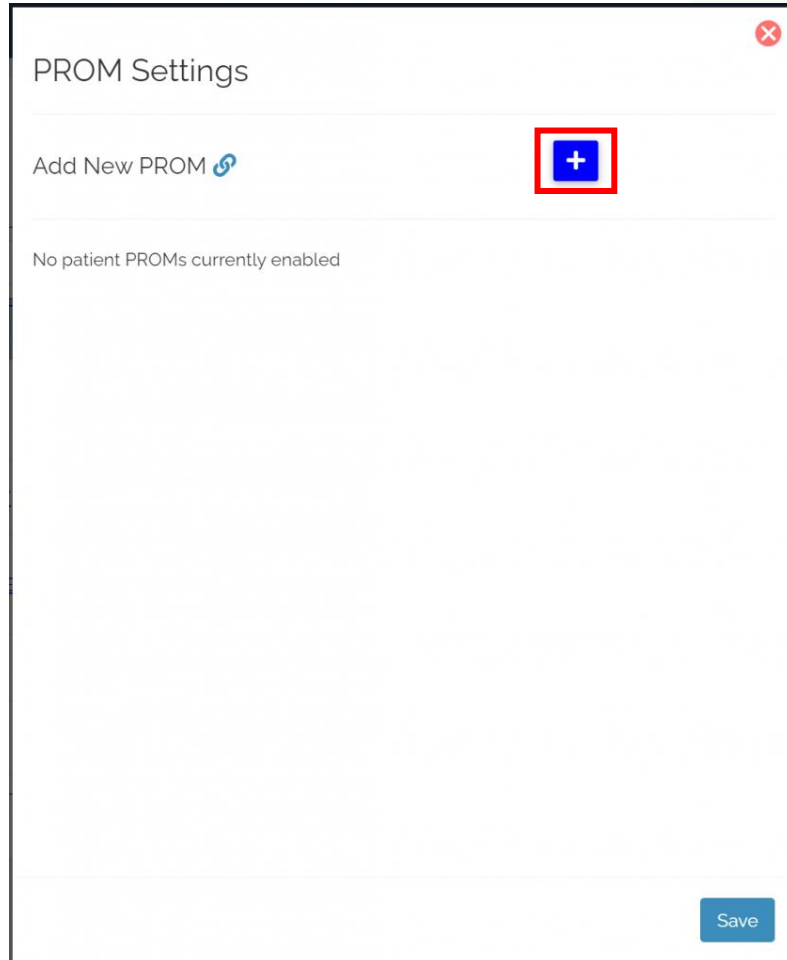
Patient cannot self-report due to cognitive impairment

Pending

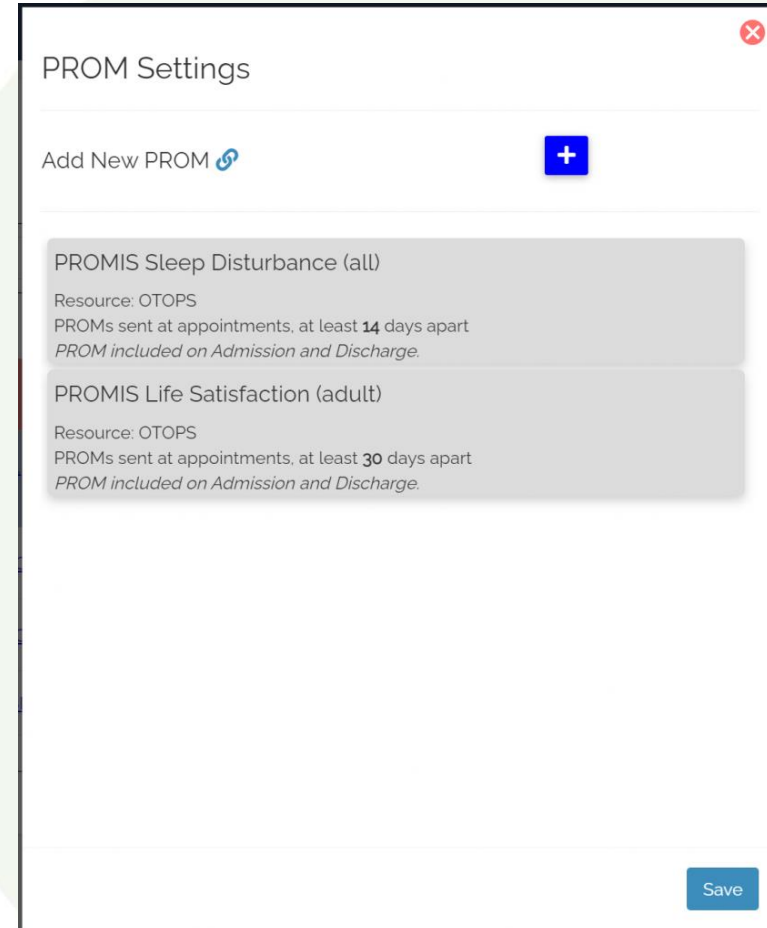
Cancel Save

Customizing PROMs & Frequency (cont'd)

3. Select the + to add a new PROM instrument.



PROMs that are preselected for patients will appear in gray in the PROM Settings.



Customizing PROMs & Frequency (cont'd)

4. Apply the PROM settings.
 - **Select PROM:** Select the PROM instrument that you want your patients to complete
 - **Repeating By:** Select if you want this PROM to be available for your patient at the time of their *appointment* or based on an *interval* (used for inpatient and day hospital programs)
 - **Start Date:** Click the date module to select when you want this PROM setting to be begin (i.e. when will this PROM instrument be available for the first time).
 - **Days between PROM:** Select the amount of time interval between PROMs for your patient.
5. Select Save and the PROM Settings menu will update to show your changes.

Set Patient PROM

Select PROM ⓘ
Adult - 18+; Ped - 12-17; Proxy - under 12

PROMIS Social Isolation (adult) ▼

Repeating By ⓘ

Appointment ▼

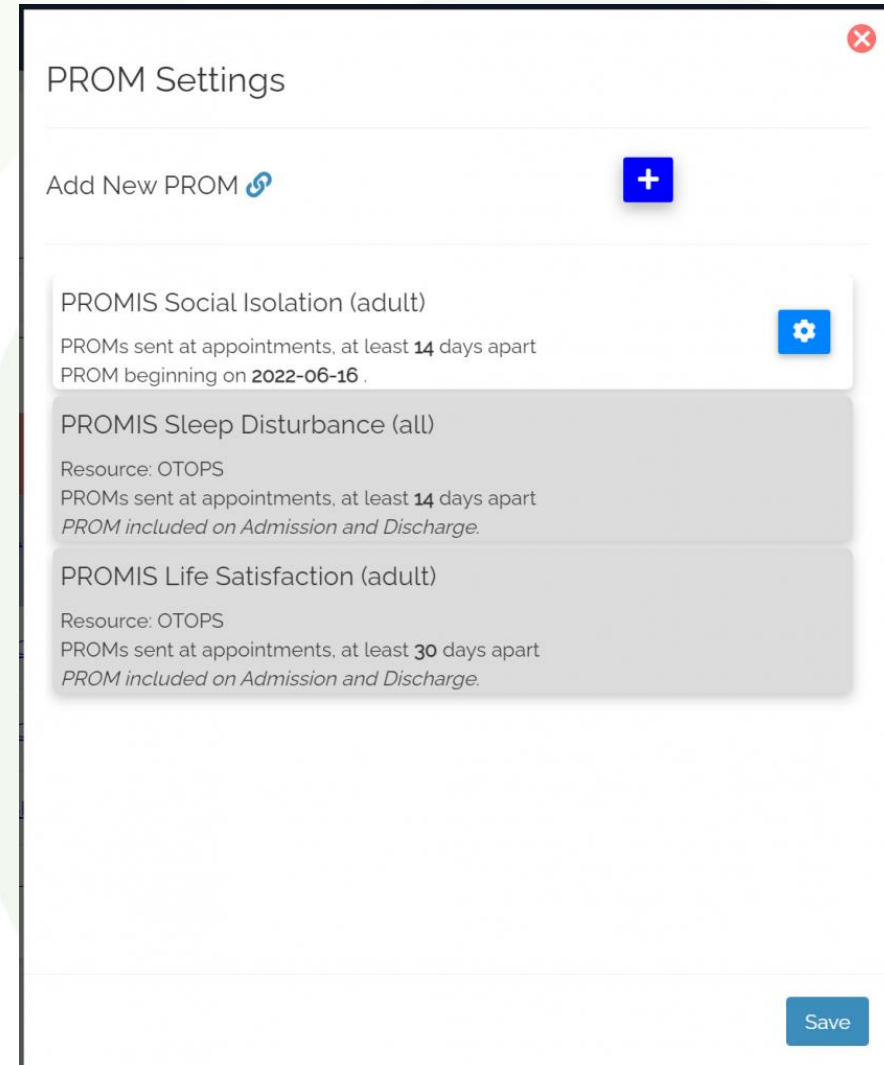
Start Date Days between PROM

2022-06-16 14

Save Cancel

Customizing PROMs & Frequency (cont'd)

6. The new patient PROM settings will appear in the PROM Settings as a white block.
- A **gear icon** will appear. This can be used to edit or delete the PROM.
 - The preselected PROMS will still appear in gray.



The screenshot shows a 'PROM Settings' window with a close button (red X) in the top right corner. Below the title bar, there is a section for 'Add New PROM' with a blue plus icon and a link icon. The main content area displays three PROM entries:

- PROMIS Social Isolation (adult)**: A white block with a blue gear icon on the right. Text below: 'PROMs sent at appointments, at least 14 days apart' and 'PROM beginning on 2022-06-16'.
- PROMIS Sleep Disturbance (all)**: A gray block. Text below: 'Resource: OTOPS', 'PROMs sent at appointments, at least 14 days apart', and 'PROM included on Admission and Discharge'.
- PROMIS Life Satisfaction (adult)**: A gray block. Text below: 'Resource: OTOPS', 'PROMs sent at appointments, at least 30 days apart', and 'PROM included on Admission and Discharge'.

A blue 'Save' button is located at the bottom right of the window.