2017 Learning Disability Annual Health Check Enhanced Service - Additional Information

To make the TPP S1 Template, Reporting, Mail Merge etc sharing easier, we are using relatively new functionality in SystmOne called Organisation Groups (this has already been adopted by some practices).

The Arden & GEM Primary Care Informatics Facilitation Team currently share Templates, Reports, Mail Merge documents etc using Sharepoint http://imte.gemcsu.nhs.uk/default.aspx and will continue to do so where appropriate.

The TPP S1 Organisation Group functionality will enhance this process.

The groups are named depending on your CCG and will contain the Published Clinical Templates, Mail Merge Documents or Reports.

Eg.

NDCCG 2017 Learning Disability Annual Health Check Enhanced Service

Practices can request access to the group or will be invited to Join their CCG Group, the task appearing in Workflow, all tasks and will be a miscellaneous task, once actioned access will be granted.

If you should need any further help accessing the TPP S1 Organisation group, please contact the Primary Care Informatics Facilitation Team ARDEN & GEM CSU in the first instance by email at GEMCSU.DPCIF@nhs.net

Organisation Group guidance can also be found on S1 using the F1 key.

The information below gives brief guidance on joining the **NDCCG 2017 Learning Disability Annual Health Check Enhanced Service** Organisation Group:-

Joining the Group

NDCCG 2017 Learning Disability Annual Health Check Enhanced Service – this will be greyed out until membership is accepted

To join this group:

1. Select **Setup>Users & Policy>Organisation Groups** from the Main Menu.
2. Ensure that **Only show groups this organisation has joined** (above the Organisation Groups tree) is **not** selected.
3. Select the organisation group (**NDCCG 2017 Learning Disability Annual Health Check Enhanced Service**) required..

    This is located under:- North Derbyshire CCG

    Right Click **NDCCG 2017 Learning Disability Annual Health Check Enhanced Service** and select – JOIN Group

Depending on the membership terms of the group, you will either be able to join the group immediately or you will have to wait for your membership to be approved by the group owner.

If the group has been set up to allow other organisations to freely join that group:

- your organisation's name will be added to the list of member organisations
- 'Automatic' is displayed in the **Membership Approved By** column

If the group has been set up so that organisations wishing to join that group must be approved by the group owner:

- an 'Organisation Group membership application' task is sent to the owner organisation (the identity of the owner is displayed in the **Group owner** field when you select the group from the tree)
- your organisation's name will be added to the list of member organisations
- 'Not Approved' is displayed in the **Membership Approved By** column
- you will only gain access to the contents of the organisation group (forms, templates, etc.) when the task sent to the owner organisation is actioned (a name will show in the **Membership Approved By** column to indicate that membership has been granted)

Note: There is no limit to the number of members in an organisation group.

General Information on Organisation Groups

Once an organisation group has been set up and has members, the functionality described above will be available to users within the member organisations.

If items such as clinical reports or data entry templates have been shared, the corresponding SystmOne screens will be updated to show the content that is available through each of your groups of which you are a member.

For example, in the case of data entry templates, the New Template Maintenance screen will be updated to include a 'By Availability' node in the tree, so you can browse the templates available to you through each of the organisation groups the practice has joined. The details on the right-hand side of the New Template Maintenance screen will also include an **Availability** column, to show which Organisation Group each template belongs to.

Note: Owing to the widespread functionality/capabilities that can be shared via organisation groups, it is not always possible to use all shared functionality through a single group. For example, if an organisation group has been configured for Shared Administration, it will not be possible to also enable that same group for Federated Working. The system will prevent users from selecting combinations of organisation group options that cannot be used together.

Each SystmOne organisation can be a member of up to 25 organisation groups at any one time, which means that multiple groups can be created to support different functions where this is required locally.