

How to Register on the SSNAP Webtool

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Go to www.strokeaudit.org

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Click on the registration tab



SSNAP

Sentinel Stroke National
Audit Programme

Register

Sign In

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Select how you would like to register for the Web tool

SSNAP Registration

Select how you would like to register for the web tool

- Clinical registration** - This is for individuals registering for access to a team account to enter data, review data entry or access team results. If your hospital, team or six month assessment service is participating in SSNAP you should select this option
- Ambulance trust** - This is for individuals registering for an Ambulance Trust in England in order to enter prehospital data, review data entry and/or access ambulance trust level results on SSNAP.
- Other registration** - This is for individuals accessing information about SSNAP but whose organisation is not participating directly in data entry. You should select this option if you belong to one of the following organisations: CCGs, SCNs, CSUs, LATs, NHS England, NHS Wales or HSCNI

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Select your Trust /Health Board /Higher Level Organisation from the dropdown menu

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Trust / Health Board / Higher Level Organisation:

- If it is not listed, please email the Helpdesk: ssnap@kcl.ac.uk
- If you would like to register for more than one trust, please start by registering for one and then contact the SSNAP helpdesk to add others to your account.
- The page will refresh to show an online form once you select a Trust/Health Board /Higher Level Organisation

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Fill in the relevant form

Clinical registration

Trust / Health Board / Higher level organisation

Select the option relevant to you from dropdown menu

Teams

Tick your team (s)

- See page 4 for guidance about what constitutes a team and how to register for multiple teams)
- If your team is not listed you need to email ssnap@kcl.ac.uk to ask for a 'SSNAP New Team Form'.
- This form needs to be completed and sent back to the SSNAP helpdesk to consider; if the new team details are approved the team will be added to the webtool and you and your colleagues will then be able to register for this team.

Registration code

Enter the registration code for your team into the box

- The lead contact and second lead contact in your team will be able to provide you with this unique registration code

Select Role

Select your SSNAP role for each team you have selected

- Lead clinical contact for SSNAP (in charge of data sign off)
 - Second lead contact for SSNAP
 - Data entry and review
 - Data entry only
 - Data review only
 - Reviewing reports/ results only
- There can only be one lead clinical and second lead contact for SSNAP per team. Please make sure you have discussed as a team who will be assigned these roles.
 - The lead clinical contact must be a clinician who has been given responsibility for overseeing SSNAP; they do not necessarily need to be the lead clinician for stroke.
 - The second lead contact can be anyone else with a key role in collecting, entering, reviewing or disseminating SSNAP information.
 - Only users with these roles will be able to add 'custom fields' to the dataset and they will have other key responsibilities.

Personal details

Complete your details and password

- Title
 - First name
 - Last name
 - Job title
 - Telephone
 - Email
 - Password
- Password must be remembered for logging on later
 - Your email will be your username

- Best description for your role
- Type of information you would like to receive from the SSNAP team
- Aspects of SSNAP you are likely to be involved in

Ambulance trust

| | |
|--|--|
| Organisation type | <i>Pre-populated</i> |
| Group(s) | <p><i>Tick your group (s)</i></p> <ul style="list-style-type: none"> If your group is not listed email ssnap@kcl.ac.uk |
| Registration code | <p><i>Enter the registration code for your team into the box</i></p> <ul style="list-style-type: none"> The lead contact and second lead contact in your group will be able to provide you with this unique registration code |
| Personal details <ul style="list-style-type: none"> Title First name Last name Job title Telephone Email Password Type of information you would like to receive from the SSNAP team | <p><i>Complete your details and password</i></p> <ul style="list-style-type: none"> Password must be remembered for logging on later Your email will be your username |

Other registration

| | |
|--|---|
| Organisation type | <i>Select the option relevant to you from dropdown menu</i> |
| Personal details <ul style="list-style-type: none"> Title First name Last name Job title Telephone Email Password Type of information you would like to receive from the SSNAP team | <p><i>Complete your details and password</i></p> <ul style="list-style-type: none"> Password must be remembered for logging on later Your email will be your username |

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Click on the register button

- If you are a lead contact, using your name in the email collaboration
- Contacting you in the event of essential issues regarding data entry at your team which need to be rectified
- Contacting you with essential updates regarding SSNAP. This includes release of SSNAP results, deadlines for data entry and dataset changes.

Further details on how we will process your information are available in the privacy notice [here](#) and fair processing statement [here](#).

Register

- You will receive the following notification page:

SSNAP Registration

Thank you for registering for a SSNAP webtool account.

An email has now been sent to the address entered in the registration form. This email contains the terms and conditions for SSNAP, which must be agreed by clicking on the link contained within the email. Your account will only be approved once the terms and conditions have been accepted.

If you have not received an email with the terms and conditions link an hour after registering, please email ssnap@kcl.ac.uk to let the SSNAP helpdesk know.

- An email, containing the terms and conditions for SSNAP will be sent to the address entered on the registration form.

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Agree to the terms and conditions by clicking on the link in the email

- You will immediately receive an email with the subject line “**Confirm your SSNAP registration**” (*If you do not receive an email within an hour please email the Helpdesk: ssnap@kcl.ac.uk*)
- Once you have read the Terms and Conditions, click the link at the bottom of the email to accept the terms and conditions. (*Your webtool account will not be activated until the terms and conditions of participation have been accepted.*)

Please click the link below to accept the terms and conditions:

<https://www.strokeaudit.org/SSNAP/Registration/UserRegistration.aspx?userid=9dbf6e67-2f27-4768-9b3e-783c543414dc¬ifyadmin=True&hash=6d55dfad326f84a2e22de12ae8dc39a84bac11fda46fc9850175a6ce3eade1e0>

Once you have clicked this link your account will need to be approved by the SSNAP helpdesk and you will receive an email once this is complete.

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Account activated

- Once approved by the SSNAP helpdesk you will receive another email notification that your account is active, and you can then login. **Approval takes between 24 hours – 48 hours.**
- If we have any queries regarding your registration, we will contact you and await your response before activating your account
- Once logged in you will see the Home Page (which contains important information and is updated frequently). You can see and update your profile in the User Profile section
- **The Clinical section** is where you can enter and edit patient records, download ‘Team documents’ (specific to your team) and ‘Clinical documents’ (general), ‘Export’ your locked records into an Excel file and (only if you are the lead or second lead contact) set and edit ‘Custom fields’ for your team.

What is a 'team'?

A team is a distinct entity for SSNAP data entry. At present, we are only setting up teams on the SSNAP webtool where the team in question treats a minimum of 10 stroke patients per year. In SSNAP we distinguish between inpatient and non-inpatient care providers; each 'team' must be either an inpatient care provider or a non-inpatient care provider. For example, a community bed based rehabilitation setting is an inpatient care provider, but a community rehabilitation team treating patients at home is a non-inpatient care provider. This is important, as it determines the information you are permitted to enter on the webtool. If you are unsure what your 'team type' should be, please email ssnap@kcl.ac.uk

We also ask the team function, and the options are shown below. Some hospitals may want to distinguish their service so that they can identify when transfers occur along the pathway or to differentiate care delivered by different 'teams' within the same hospital. For example, one hospital might have a hyperacute team (e.g. HASU), an acute team and a rehabilitation team. However, the team may be identified as constituting all of these elements in one. The important factors to consider are how reports should be assigned and how transfers along the pathway should be identified. It is important not to register for a team unless you are sure that it has been correctly defined. Please discuss with your colleagues and if unsure please contact the SSNAP helpdesk.

Team function (please select one only):

- Acute hospital hyperacute service
- Acute hospital stroke service
- Acute hospital stroke/neurology rehabilitation service
- Community hospital – inpatient rehabilitation
- Early Supported Discharge Team – stroke/neurology specific
- Early Supported Discharge Team – non-specialist
- Community rehabilitation team (non-inpatient) – stroke/neurology specific
- Community rehabilitation team (non-inpatient) – non-specialist

You can register for more than one team in your trust / health board by selecting all relevant tick boxes beside the team name. If you wish to register for multiple teams across separate trusts, please register for your team(s) in one trust and then contact us to request we add additional teams to your profile. If any teams are not listed or are not sufficiently specific (or even if they are felt to be too specific and your team should constitute a wider entity) please email the helpdesk: ssnap@kcl.ac.uk

Trust / Health Board / Higher Level Organisation:

Teams:

Fake 6 Month Assessment Provider - Enter registration code:

[Select Role]

Fake ESD team

Fake Hospital - Enter registration code:

Lead clinical contact for SSNAP (in charge of data sign off)

You can select more than one team within one trust / health board if they are already listed and correct. You can have different 'roles' for each team, if this is appropriate.