INTEGRATED MONITORING SYSTEM (IMS) - DRUG RELATED DEATHS

Actions	Repo
View Client List	
Secure Dropbox	
Drug Related Deaths Dashboard	
Change Password	

DRD DASHBOARD BUTTON

After logging in to IMS you will see a button for the 'Drug Related Deaths Dashboard ' as shown here. Access is enabled for individual user accounts. If you do not see this option, please contact us to have it added to your account.

≡ Menu • M. 4. + Back to Home Pag unt of all records by date of death

DASHBOARD

The dashboard page includes a panel for news and updates as well has summary overview figures. The left-hand menu options include the DRD record data entry, annual and themed reports, and a reports folder for quarterly panel reports.

Select the DRD Records option for the data entry form, and to review the DRD records list.

DRD RECORDS LIST

This list is user specific. You will only see those forms you have entered previously and forms for which you have been given access. If you are assigned a Local Authority area you will have access to all forms for that area, and you will receive email notifications when a new form is added. If you need to share an individual form with other colleagues, please contact us.

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ilter by:																				
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									A	ny Gender/Selection	~							~	Any Status	
									-										12 record	d(s) fou
ID	First Na	me	Surname	DC	ЭВ	Gender	Di	ate of Death		Date Created	Cre	ated By	Local A	uthori	ty	For	rm Status	c	ompletion	
550	Sam		Samson	06/	06/1986	м	07	/06/2020		03/12/2020	Use	r2 Training	Outside	UK		Cur	rent			
1549	Tom		Thomson	05/	05/1965	м	01	/09/2020		03/12/2020	Use	r2 Training	Outside	UK		Cun	rent			
1548	Peter		Piper	02/	03/1970	м	02	/10/2020		03/12/2020	Use	r1 Training	Outside	UK		Cur	rent			
1547	Jane		Jones	02/	02/1980	F	30	/11/2020		03/12/2020	Ho	vard Reed	Outside	UK		Cun	rent			
1546	John		Smith	01/	01/1984	м	01	/12/2020		03/12/2020	Ho	vard Reed	Outside	UK		Cur	rent			
1193	Eamon		Glennon	12/	02/1969	м	24	/03/2019		29/01/2020	Petr	a Collins	Outside	UK		Arc	hived			
732	lan		Brown	03/	07/1970	м	14	/08/2018		16/01/2019	Jan	e Webster	Outside	UK		Arc	hived			
138	Morris		Mouse	02/	01/1998	м								¢		Arc	hived			
124	Terry		Doubles	03/	01/1997	м	Clic	the bu	itt	on + Add	DI	RD Rec	ord	4		Arc	hived			
7	Chris		Test	01/	07/1996	F								¢		Upd	iated			
>	>>							to e	ent	ter a new f	0	rm							Page	1 of 2
	4	Add DRD	Record		-												← Back to D	ashb	oard	

The list will show 10 records on each page, you may sort the list by clicking on the orange column label text. Or filter the records by using the filter boxes.

Click anywhere on the record text to open that individual record.

Form Status:

- *Current* a new form, the case has not yet been reviewed and it will be added to the next DRD panel report.
- Archived the case has already appeared at a DRD panel for discussion and review.
- Updated this case has already been reviewed at a DRD panel but has new information (e.g. the coroner report). The case will be presented again at the next panel discussion.

NOTE: If you add new information to an 'Archived' record which might necessitate further panel discussion please contact us to have the record marked as 'Updated'.

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NEW DRD FORM - AUTOSAVE

The DRD form has an autosave switch, when you open a blank form this option will be OFF. You must first complete minimum required fields in *Main Details* to create the record, then you can toggle the *Autosave switch ON*

m Completion				0%		
/ain Details	Employment & Housing	Details of Death	Health & Medical	Substance Misuse Service	Coroner Data	
First name		Middle name		Surname		
Gender		Ethnicity		~		

When you toggle the Autosave ON the record will immediately save, and then 'auto-save' again every 3 minutes.

But you should still remember to click *Save & Close* when you have finished the form in case of any unsaved work.

In the example below the minimum required fields have been completed, and Autosave toggled ON.

- A green confirmation message shows that the DRD record saved successfully.
- ✓ The form completion bar is blue, showing that only the minimum fields have been entered.
- ✓ The form includes two new tabs - 'Additional Information' and 'Supporting Documents' These tabs only appear after the record is first saved.

Drug I	Related Death	n							Autosave ON 🜑	📓 Save & Close	× Close	
Form	Completion											
							139	⁶				
Mai	in Details	Employmen	nt & Housing	Deta	ils of Death	Health & Medical	Substance	e Misuse Service	Additional Informa	ation Supporting	Documents	Coroner [
1	Vlain De	tails										
F	irst name				Middle name			Surname				
6	John							Test				
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G	iender				Ethnicity							
	Male			~			~					
P	lace of birth		Date of bi	rth		Date of death		Date death recorded				
			01/02/198	0		01/11/2020		02/11/2020				
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			coondary.									

EXISTING DRD FORMS - AUTOSAVE ON / OFF

- ☑ When you open an existing DRD form the default position for *Autosave* is *ON*. This is useful if when you are continuing to update a record, and prevents you losing data if your logged in session times out.
- But if you are only reviewing the record you may wish to toggle the *Autosave OFF* to prevent accidentally saving and overwriting any changes to the record.

VALIDATION MESSAGES

When saving the form the data is validated, if any error messages appear you need to correct the error before attempting to save the record again.





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DRD FORM COMPLETION PROGRESS

The DRD form includes 5 primary tabs: *Main Details, Employment & Housing, Details of Death, Health & Medical*, and *Substance Misuse Service*. You should navigate between these tabs and complete all applicable details. As the sections are completed the form progress bar will update and change colour. The completion progress indicator colour is also shown in the DRD records list.

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				39%				
lain Details	Employment & Housing	Details of Death	Health & Medical	Substance Misuse Service	Additional Information	Supporting Doc	uments Coroner	Data
Employr	nent							
Occupation		Military Veteran						
Builder		No	~					
Employment Sta	itus							
Unemployed		~						
Evidence for rec	ent changes in Employment Statu	5						
Made redun	dant in January.		Blu	e Les	s than 20%	N	vinimum fi	ields only
			Red	d Bet	tween 20 and 4	.0% L	imited prir	nary data
			Oran	ge Bei	tween 40 and 6	50% N	Moderate c	ompletion
Housing			Yello	Be	tween 60 and 8	80% (Good comp	letion
Housing Status		_	Gree	an Ov	er 80%	\	/erv good (completion
Council/housin	g association	~			CI-0070-	· ·		ompiction
Evidence for rec	ent changes in Housing Status							

The progress bar is only intended as a visual aid for the form completion progress, it's acknowledged that with some cases only limited data will be available. Also please note that the *Additional Information, Supporting Documents*, and *Coroner Data* tabs are not used during the progress bar calculation.

ADDING MULTIPLE RESPONSES

Some sections of the form allow you to add multiple responses, whenever you see the green "+ Add....." button you may enter multiple responses for that section. Remember as with all sections of the form these responses are not saved until you click **Save & Close** (or the autosave point occurs).

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Date	+ Add A&E Admission	Reason	ĥ
15/09/2020	Royal Liverpool University Hospital	Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur	×
11/05/2020	Aistree Heisersits Heesitel	incurse delay of another property of a single statement to a single statement to a single state to be a single statement of the single statement of th	

CORONER DATA

Where available, this data will usually be entered by the IMS team. You can review it on the *Coroner Data* tab.

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ADDITIONAL INFORMATION

The first five primary tabs should usually be completed by the main reporting service such as the drug/alcohol service provider. Where other organisations can provide additional information, this should be added via the 'Additional Information' tab. Please make sure you use the green +Add/Update button to add information to the list.

	contribute any relevant informatio	n associated with specific s	ections of the DRD form.							
Additional Into	added successfully.									Ē
ame of your or	ganisation				Organisation:	PrimaryCare GP	Lorem ipsu incididunt u	m dolor sit amet, consectetur adi ut labore et dolore magna aliqua.	piscing elit, sed do eiusmod temp Ut enim ad minim veniam, quis	or
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ate From	Date To									ш
					Organisation:	Housing Support	Client was	being supported by a housing ad	lviser during Jan-Feb 2020	
					Staff Name:	John Smith				
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IMPORTANT: If you are updating a record that was initially created by another service provider please always add your details in the additional information section, this helps to build a picture of who has contributed to this record.

ATTACHING SUPPORTING DOCUMENTS

The Supporting Documents tab allows you to upload supporting files such as NDTMS data. The attached documents are only linked to the individual form you have selected.

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Sup	porti	ng D	ocument Up	loads						
Use this	s section to	attach su	upporting documents to th	his DRD form.						
🖧 Si	upporting	Docume	nt Upload							
💩 St	upporting	Docume	nt Upload							
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