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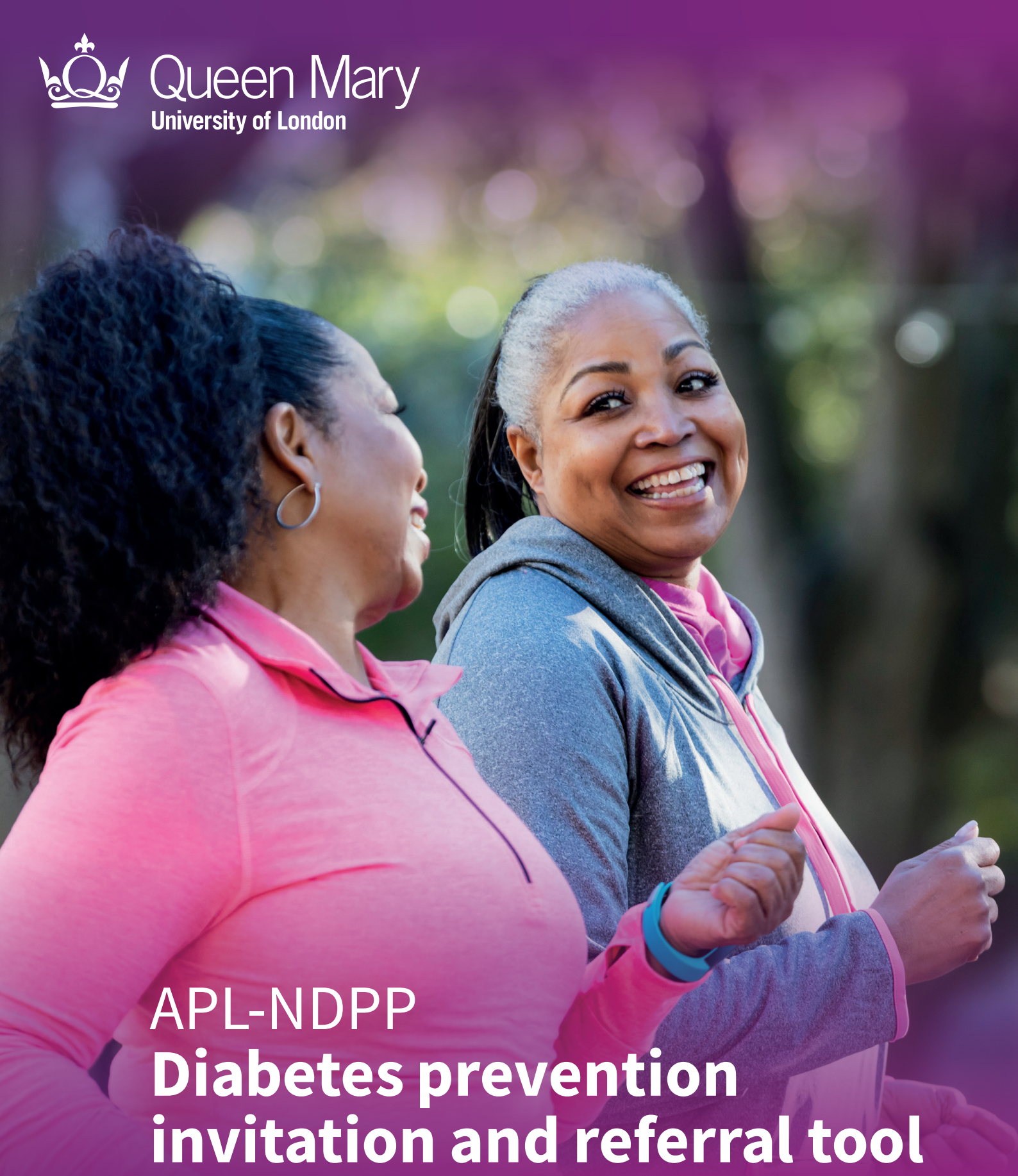

APL-NDPP

Diabetes prevention invitation and referral tool

User guide for SystmOne

ceg
Clinical Effectiveness Group
Queen Mary University of London

V 3.0.1 March 2024

Systematic invitation and referral

APL-NDPP is designed for use within GP practices. It identifies patients who are eligible for behaviour change programmes through the NHS Diabetes Prevention Programme. Using the tool, practice teams can quickly list eligible patients and prepare a prioritised list to invite. The tool will support you to:

Prioritise

- Rank patients according to the number and importance of their relevant risk factors,
- Filter patients according to whether they have been referred to NDPP or not, or have declined referral,
- Re-import the filtered list into your clinical system to batch add codes or send appointment messages.

Tailor your approach to individuals

- See relevant details for each patient in your list - including overall risk factor score, BMI, ethnicity, age and vulnerabilities - simply by clicking on their name in the tool.

How risk is calculated

The tool displays coded information from patient records and assigns a simple weighting (1 or 2) to a set of risk factors, calculating a total score for each person (maximum score = 9):

- Age: ≥ 65 years = 1
- Area-based Index of Multiple Deprivation (IMD) score Q4/5 = 1
- BMI: 35-39 = 1, 40+ = 2
- Ethnicity: Black or South Asian = 1
- Hypertension = 1
- Pre-existing cardiovascular disease: Ischemic heart disease, stroke/TIA, Atrial Fibrillation = 2
- Vulnerability: Learning disability or severe mental illness = 1

Referral eligibility

APL-NDPP uses the following criteria to identify patients as eligible for referral:

- Aged 18 years or over;
- 'Non-diabetic hyperglycaemia' (NDH), defined as having an HbA1c of 42 – 47 mmol/mol or a fasting plasma glucose (FPG) of 5.5 – 6.9 mmol/l. The blood result indicating NDH must be within the last 12 months to be eligible for referral and only the most recent blood reading can be used;
- Previous gestational diabetes and latest HbA1c <42 mmol/L.

Excludes patients who have:

- Blood results confirming a diabetes diagnosis, i.e. HbA1c of 48mmol/mol or greater or FPG of 7mmols/L or greater, or a previous diagnosis of diabetes (excluding diabetes resolved);
- A pregnancy-related code within the last 10 months;
- Palliative care;
- Eating disorders;
- Severe/moderate frailty;
- Bariatric surgery within the last two years.

Supporting elements

APL-NDPP is part of a wider programme of support that CEG provides to GP practices in the North East London NHS region, including 1:1 training and guidance from our team of facilitators. The tool is best used with these supporting elements in place.

Limitations

No replacement for clinical judgement

APL-NDPP is **not a diagnostic tool or intended to replace clinical judgement**. The tool displays information coded in the patient record and can be used to highlight patients who have non-diabetic hyperglycaemia. It does not make management recommendations – these are entirely a matter for the clinician.

Only presents coded information

The tool only presents information that is **coded** in the patient health record. It is important to use it with data entry templates to ensure your activity is coded correctly. In cases where the codes do not clearly describe a patient's risk factors or referral status, clinicians are advised to manually check the patient record for uncoded information which would not be picked up by the tool.

Contact us

If you have any questions or feedback about our diabetes prevention invitation and referral tool, or this user guide, please get in touch:

CEG-feedback@qmul.ac.uk

qmul.ac.uk/ceg

Our postal address is:

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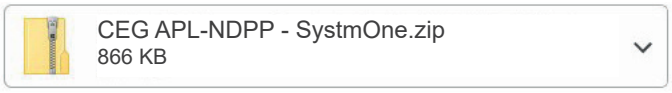
Queen Mary University of London
Yvonne Carter Building
58 Turner Street
London E1 2AB

Step-by-step: Downloading APL-NDPP

You only need to do this once

Step 1: Download

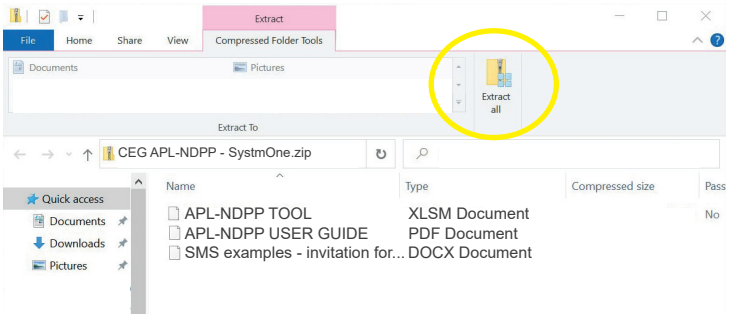
Download the APL-NDPP zip file.



Step 2: Extract

Extract the files:

APL-NDPP TOOL.xlsm (Excel file)
APL-NDPP USER GUIDE.pdf
SMS examples (Word document)



Step 3: Save

Save the files in a shared folder so they are accessible to other practice staff, including clinicians reviewing your work. Choose a secure device or network if you intend to save exports of patient identifiable data in the same place.

Our files are saved:

Step 4: Unblock macros

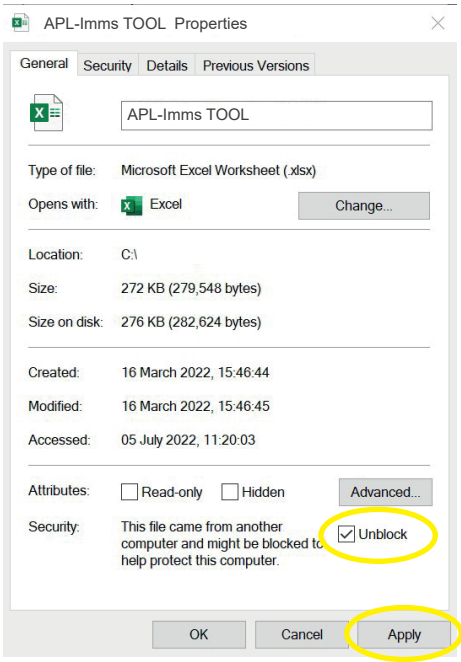
Microsoft has introduced a security feature that blocks Excel macros by default. Macros are automated actions that the tool uses to run - without them, it will not work.

4.1 Right click on the '**APL-Imms TOOL**' XLSM file and select '**Properties**'.

4.2 In the 'General' tab, **tick the box to 'Unblock'**

4.3 Click '**Apply**'. You must click 'Apply' before 'OK', otherwise the change won't take affect.

If you accidentally click 'OK' without clicking 'Apply', the option will no longer be visible and you will need to download the file again.



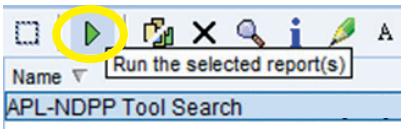
Troubleshooting

If you unblocked macros but still find that some of the tool functions do not work, add the folder you saved it into as a 'trusted location'. In Excel, click 'File', 'Options', then 'Trust Center', then follow Microsoft's instructions. **If you have any problems installing or using the tool, contact your local CEG facilitator for help.**

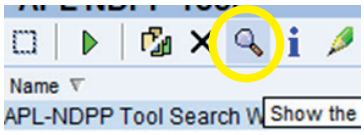
Step-by-step: Listing patients for invitation

Step 1: Run the search in SystmOne

1.1 Open SystmOne. Locate the **APL-NDPP Tool search** (saved in folder 8: 'CEG APL Clinical Tools'), highlight it, and click '**run**':

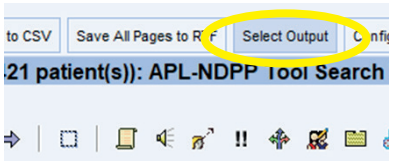


1.2 Once the search has run, click the **magnifying glass** to view the patients:

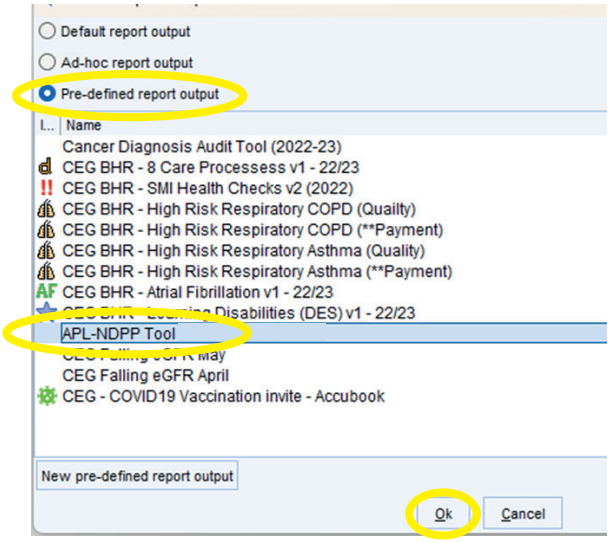


Step 2: Export the search results

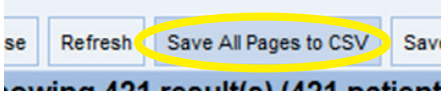
2.1 Click '**Select Output**', on top of the ribbon:



2.2 Select '**Pre-defined report output**', select your report, click 'ok':



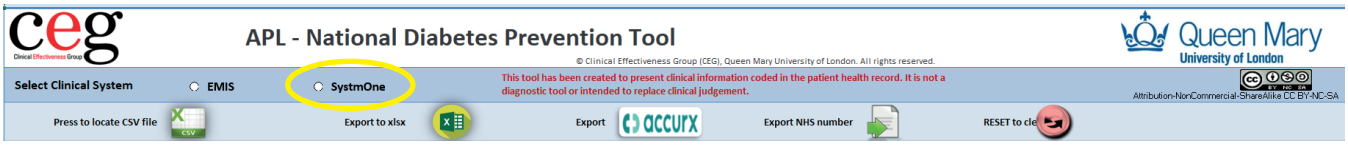
2.3 Click '**Save all pages to CSV**' on top of the ribbon:



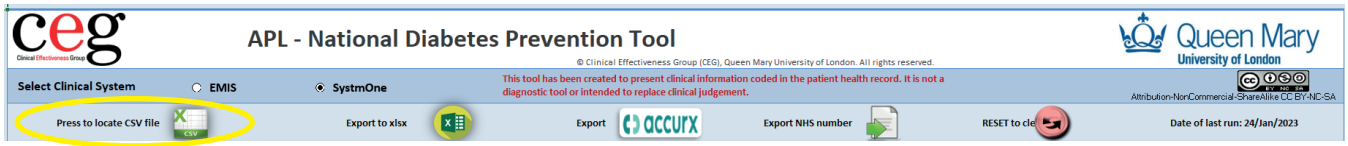
Step 3: Import data into the tool

3.1 Open **APL-NDPP TOOL.xlsm (Excel file).**

3.2 Select your clinical system:



3.3 Click '**Press to locate CSV file**'. Find and select the file you just exported from SystmOne:



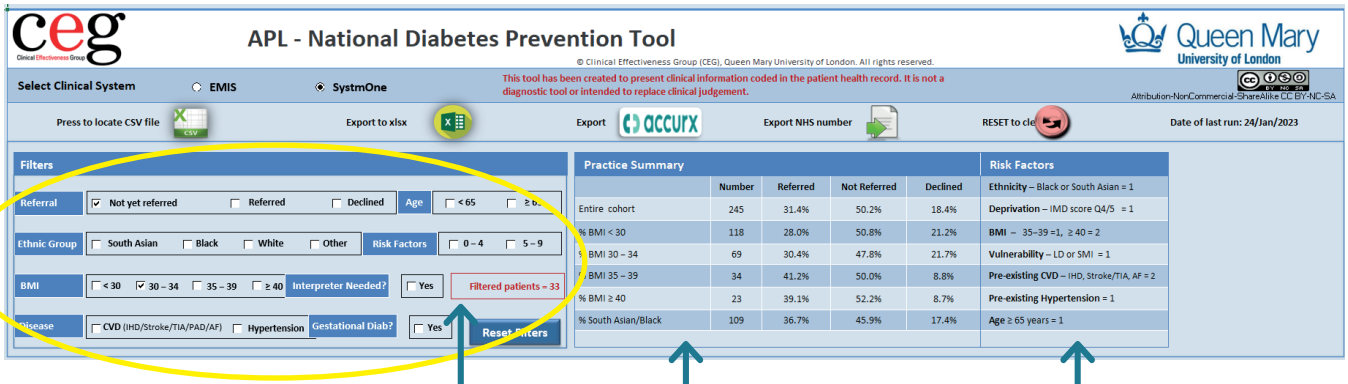
Important:

- Due to limitations in SystmOne, older blood test values may not import into the tool. In these circumstances, the tool will display 'Check record'.
- Each time you use the tool, run a new search in SystmOne and import fresh data to ensure you are seeing the latest information.

Step 4: Filter the patient list

Use the **checkboxes** to filter your patient list. The tool will list all patients who meet the criteria.

Depending on who you want to prioritise for invitation, you could list patients who have not been referred, who are under 65 years old, with risk factors 5-9 and have a BMI ≥ 40, for example.



'**Filtered patients**' shows the number of patients who fulfil all the criteria you have ticked.

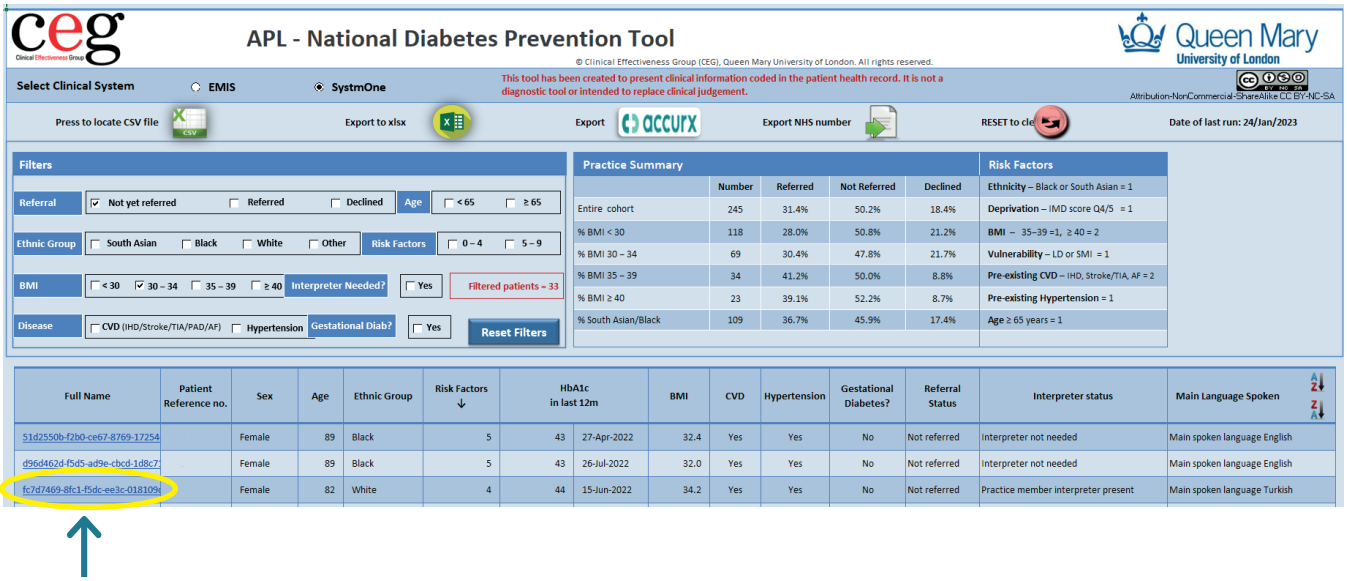
'**Practice Summary**' breaks down the eligible cohort by referral, BMI and ethnicity.

'**Risk Factors**' shows how patient risk is calculated, to a maximum score of 9.

Step-by-step: Listing patients for invitation

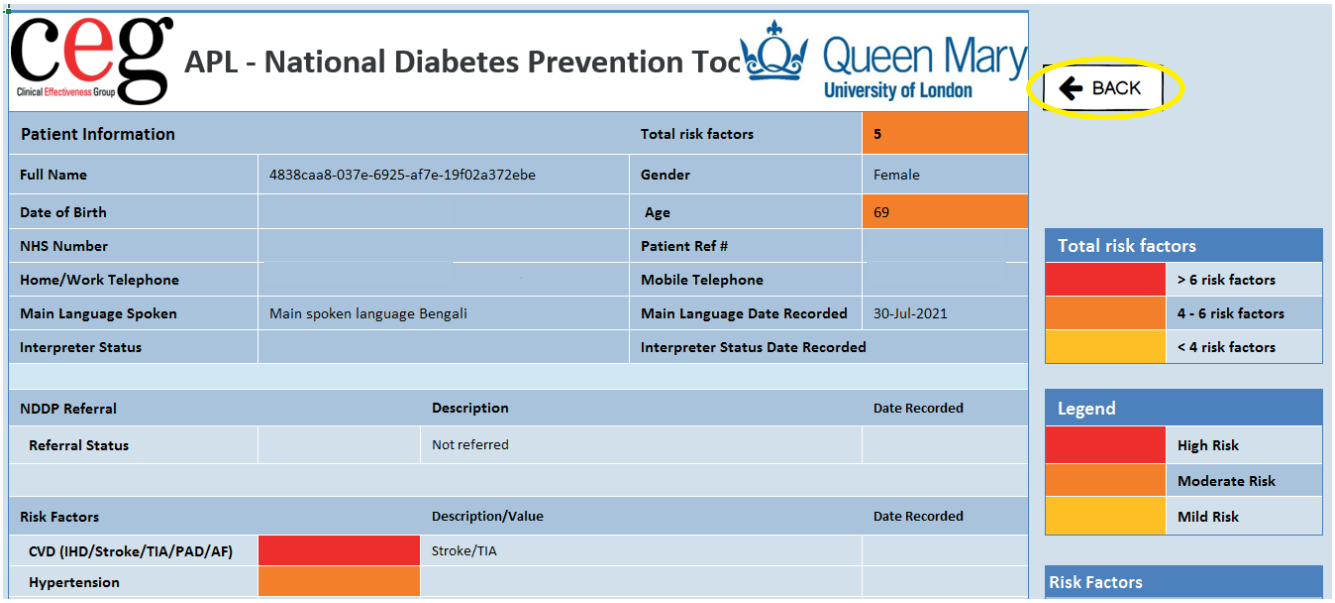
Step 5: Review individuals easily

5.1 Click a patient's name in the list to see more detail from their health record:



We used a dummy dataset for demonstration purposes, but the full names of patients will appear here.

The **Patient Information** screen pulls relevant details from the patient record, including registration data, type 2 diabetes risk factors and result and date of their last HbA1c and/or fasting blood glucose.



5.2 Click '**BACK**' to go back to your patient list.

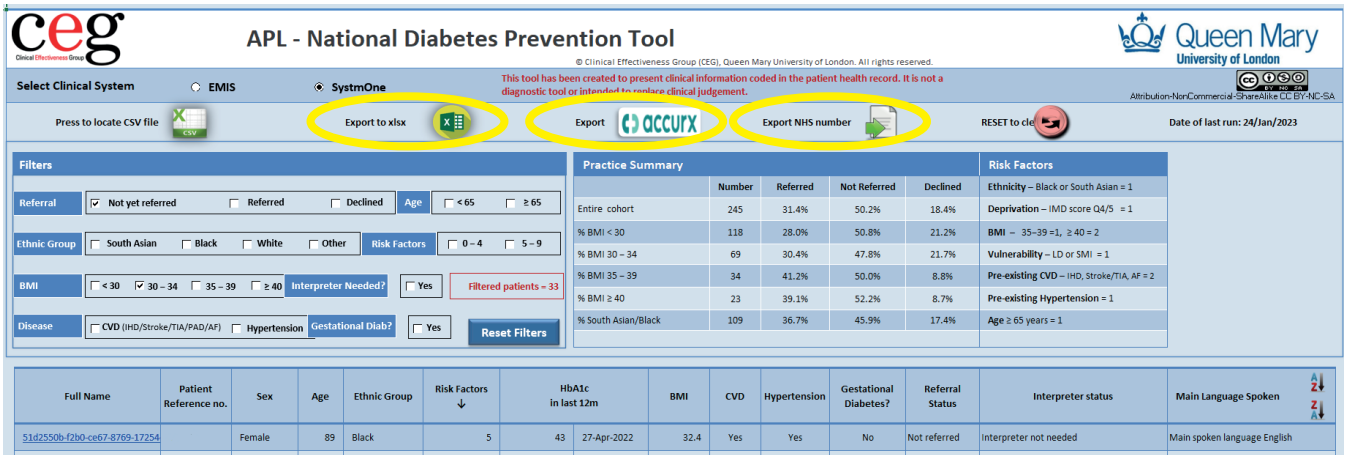
Step-by-step: Listing patients for invitation

Step 6: Export your list for invitation

Option 1: Excel file: click '**Export to xlsx**'
You could use this file to add notes of actions taken/to be taken, but these will not go into the patient record.

Option 2: Accurx csv file: click '**Export accurx**'
This method will create a .csv file that you can import into the Accurx text message system to batch send text invitations to patients.

Option 3: NHS numbers: click '**Export NHS number**'
This will create a .txt file that you can import back into SystmOne to run further searches.



The tool download folder includes a Word document with example SMS messages (written by NHS North East London). The Diabetes Prevention Programme invitation letter is available in SystmOne: 'NDPP Invitation Letter CEG'

Remember to use CEG templates to code any actions, including referrals and declines. This will ensure every patient record has a clear, coded history that the tool will draw from next time you use it.

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