



Report on the Online Exchange of Information Tool for the Re-evaluation (D.I.2)

29th November 2024



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1. Introduction

The purpose of this document is to support both, the European Reference Networks (ERNs) and Healthcare Provider Centers (HCPs) teams through the re-evaluation process within the Online Exchange of Information Tool (OEIT). This guide will indicate how each HCP can access their own project on the platform, to evidence each Measurable Element (ME) and complete the self-evaluation. It will also detail how ERNs can formally conduct the acknowledgment process. In addition, the guide will cover other utilities of the OEIT, such as consulting relevant documents or how to access the communications area.

The OEIT provides comprehensive support, as well as being a valuable source to manage information for all the stakeholders involved in the whole re-evaluation process (such as the evaluators or members of the Independent Evaluation Body (IEB) among others). All information regarding current and previous projects is accessible to each stakeholder (with different access permissions) involved in the evaluation process.

2. Access to the Platform

The OEIT can be accessed through the following link:

<https://www.ern-assessment.com/>

From this site, each user can **log in** or ask for a **reminder** of the access information, as shown in Figure 1.

ERN - Assessment Tool

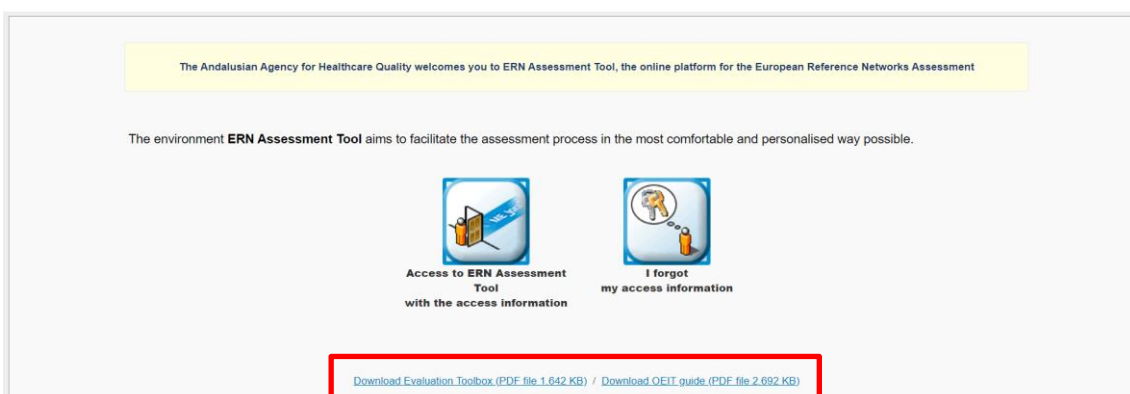


Figure 1: Home page for the log in

In addition, the **Evaluation Manual**, the **Evaluation Technical Toolbox**, the **Re-evaluation Annex** and the **OEIT guide** can be **downloaded** from this homepage by clicking on the corresponding link.

3. Home page

The home page provides access to the evaluation projects (2022-2023) and previous assessment projects (from 2016). It also allows access to unread messages in a section called *Communication Area*, which will be explained later in the manual.

Click on “**Listing of Evaluation Projects**” (as in ¡Error! No se encuentra el origen de la referencia.) to have a view of the evaluation projects to which each user has access to.

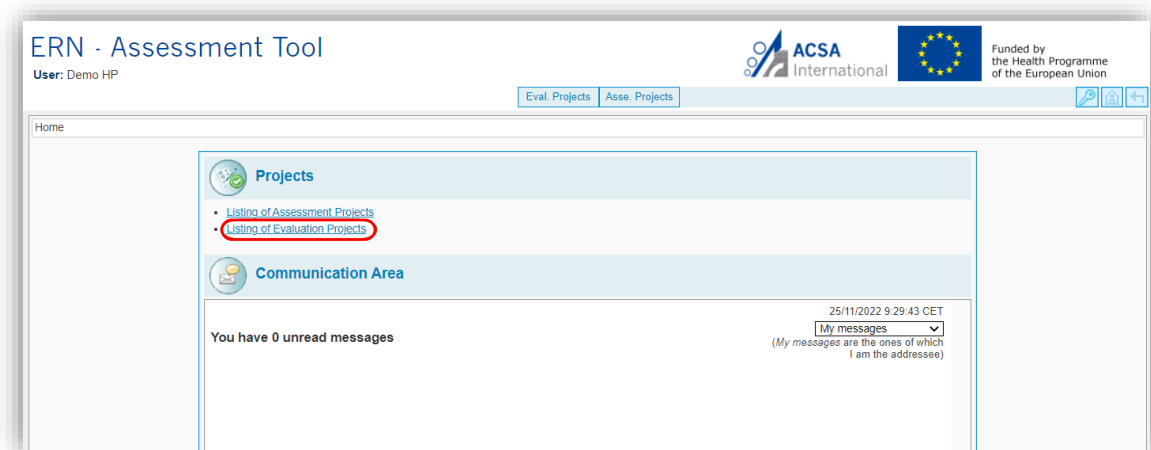


Figure 2. Link to the list of evaluation projects

4. HCP self-evaluation

The HCP's project page has been adapted for the re-evaluation process.

The Evaluation Projects List (shown in ¡Error! No se encuentra el origen de la referencia.) allows the user to browse through the projects registered in the information system. It provides information about the project stage, as well as shortcuts to the assessment project developed in 2016, the communication area, access to the different reports, etc.

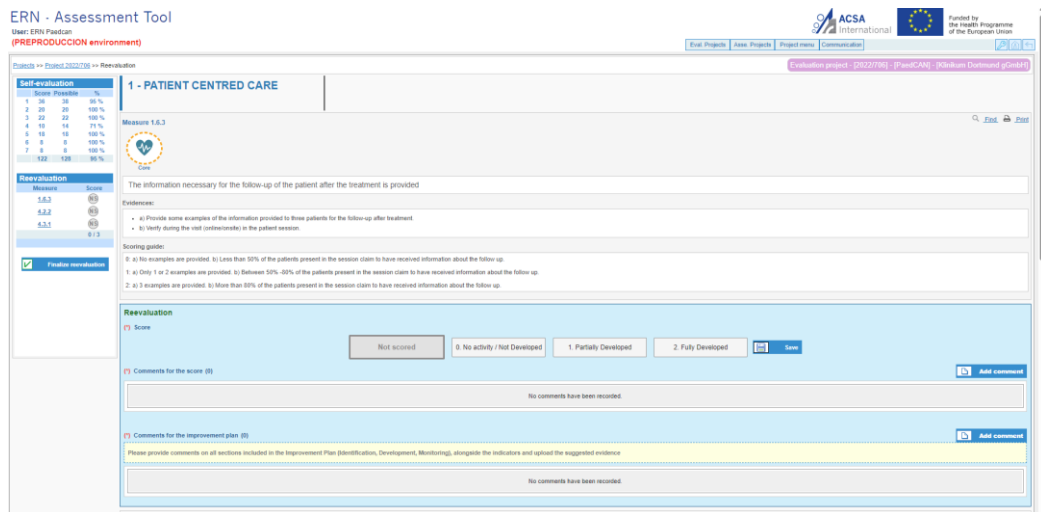
Select the project for self-evaluation by clicking on the **Code** number (i.e., 2022/XXX Network).



Code	Dossier	Network	Project	Operational Criteria	Country	CZ	Assessment project	Self-evaluation Scored	Assessors	Scored	Document review	Audit date	Preliminary Report	Draft Report	Final Report	Result
				HP				64/64	-	-	In progress					Needs improvement

Figure 3. Listing of evaluation projects each user has access to

Once in the evaluation project, HCP representatives must fulfill the self-evaluation as part of the re-evaluation. Figure 4 shows how this will look like.



ERN - Assessment Tool
User: ERN Paedcan (PREPRODUCTION environment)

Projects >> Project 2022/2023 >> Reevaluation

1 - PATIENT CENTRED CARE

Measures 1.0.3

The information necessary for the follow-up of the patient after the treatment is provided

Evidence:

- a) Provide some examples of the information provided to three patients for the follow-up after treatment
- b) Verify during the visit (ambulatory) in the patient session.

Scoring guide:

0: No examples are provided. b) Less than 50% of the patients present in the session claim to have received information about the follow-up.

1: a) Only 1 or 2 examples are provided. b) Between 50% - 80% of the patients present in the session claim to have received information about the follow-up.

2: a) 3 examples are provided. b) More than 80% of the patients present in the session claim to have received information about the follow-up.

Reevaluation

Score

Not scored | 0. No activity / Not Developed | 1. Partially Developed | 2. Fully Developed

Comments for the score (0)

No comments have been recorded

Comments for the improvement plan (0)

Please provide comments on all sections included in the Improvement Plan (Identification, Development, Monitoring), alongside the indicators and upload the suggested evidence

No comments have been recorded

Figure 4. Re-evaluation information screen

The self-evaluation within the re-evaluation process consists of:

- Scoring of each of the MEs in the re-evaluation scope
- Comments explaining the level of compliance with the MEs following the scoring guidelines (i.e: what is the reasoning underlying self-assessed score)
- Comments for the improvement plan implementation (i.e: how the actions included in the improvement plan have been carried out, what are the results of the associated monitoring indicators and what is the evidence that supports it)

4.1. Self-evaluation of Operational Criteria

Step 1. To complete the **measurable elements**: go to Project Menu>>Re-evaluation>>**Information**. As shown in Figure 5.

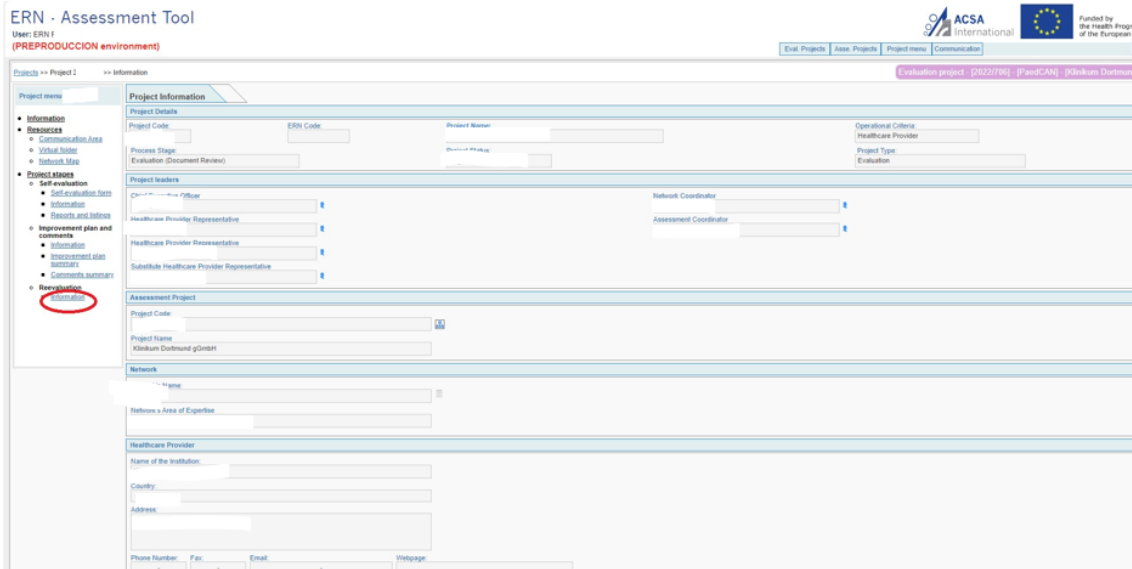


Figure 5. Accessing the re-evaluation form

Step 2. Once inside, different screens with each measurable element will appear. **Select the rating box** that best describes the current compliance with the ME (Then click “Save”. This step is shown in Figure 6.

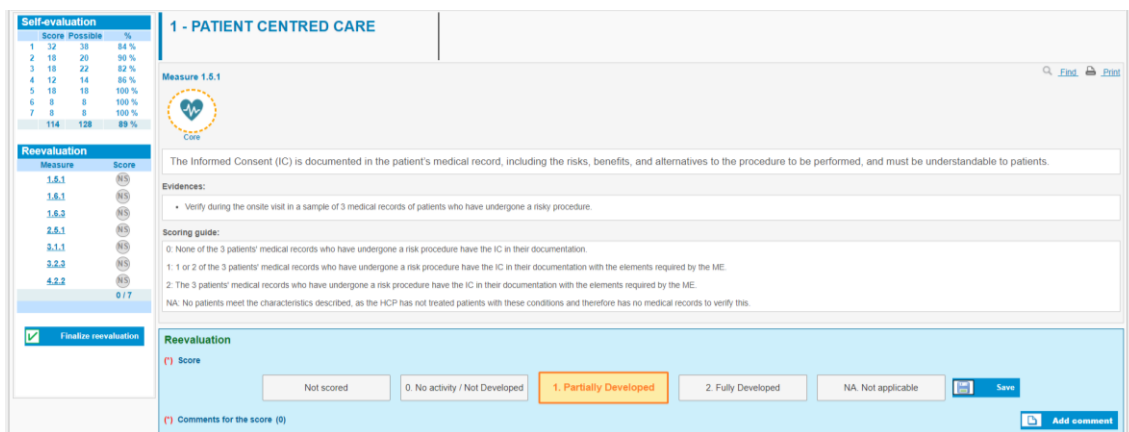
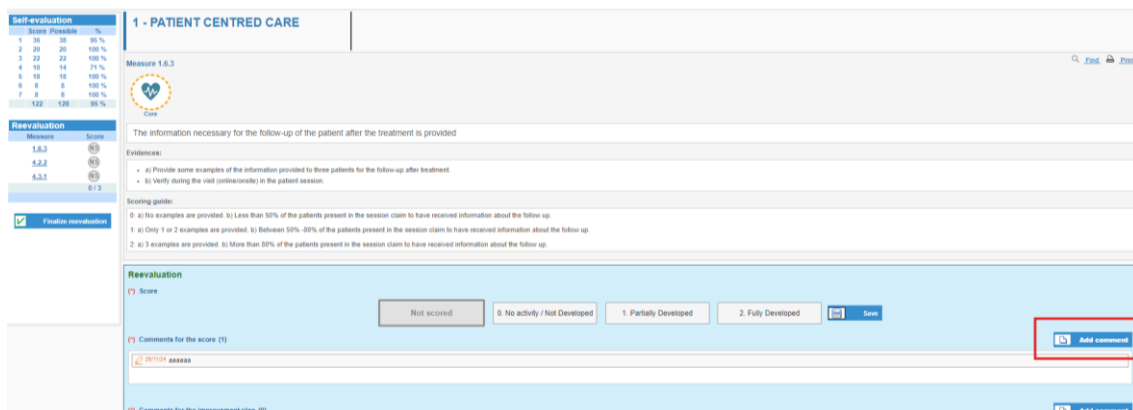


Figure 6. Selection of the scoring for each ME

Step 3. By clicking on “Add a comment” (Figure 7), a pop-up window will appear where you can introduce any relevant information (Figure 8). It also gives the possibility to **attach** a file. Remember to **save** the changes.



Self-evaluation

Score	Position	%
1	26	85 %
2	20	100 %
3	22	100 %
4	14	71 %
5	10	100 %
6	8	100 %
7	8	100 %
8	8	100 %

Reevaluation

Measure	Score
1.6.3	5.3
5.2.2	5.3
6.3.1	5.3
9 / 3	

1 - PATIENT CENTRED CARE

Measure 1.6.3

The information necessary for the follow-up of the patient after the treatment is provided

Evidences:

- a) Provide some examples of the information provided to three patients for the follow-up after treatment.
- b) Verify during the visit (continuously) in the patient session.

Scoring guide:

0: a) No examples are provided. b) Less than 50% of the patients present in the session claim to have received information about the follow-up.
 1: a) Only 1 or 2 examples are provided. b) Between 50% - 80% of the patients present in the session claim to have received information about the follow-up.
 2: a) 3 examples are provided. b) More than 80% of the patients present in the session claim to have received information about the follow-up.

Reevaluation

(*) Score

Not scored | 0. No activity / Not Developed | 1. Partially Developed | 2. Fully Developed | **Save**

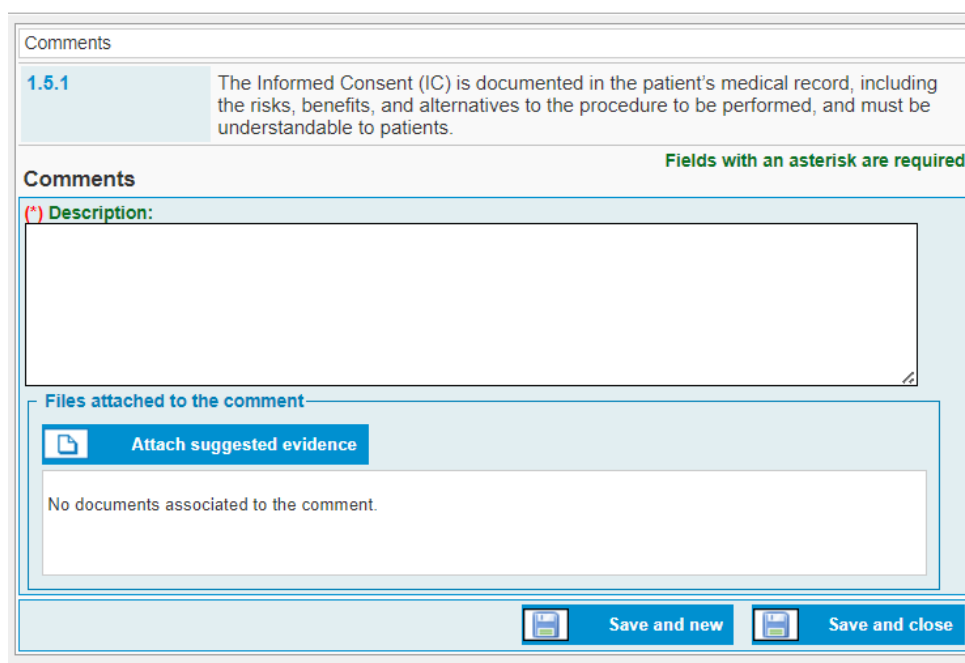
(*) Comments for the score (*)

Add comment

(*) Comments for the improvement plan (B)

Add comment

Figure 7: Example of a measurable element and where to click to add a comment



Comments

1.5.1 The Informed Consent (IC) is documented in the patient's medical record, including the risks, benefits, and alternatives to the procedure to be performed, and must be understandable to patients.

Comments

(*) Description:

Files attached to the comment

Attach suggested evidence

No documents associated to the comment.

Save and new **Save and close**

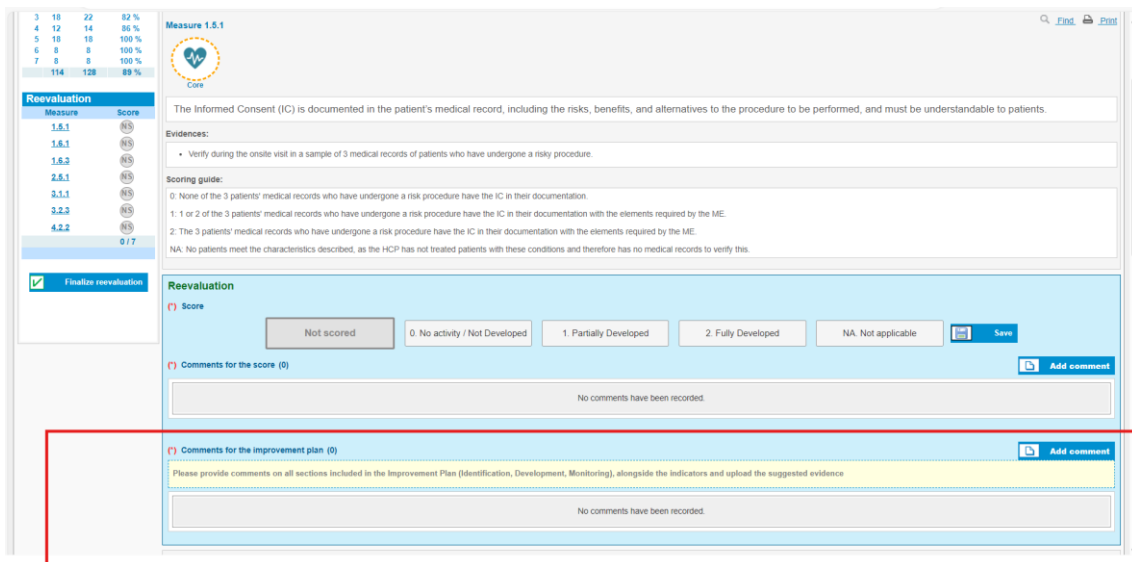
Figure 8: Pop-up window to add a comment

Step 4. Once the previous steps have been completed, provide **comments for all sections** of the improvement plan submitted.

By clicking on “**Add a comment**” (Figure 9), a pop-up window will appear where you can introduce any relevant information (Figure 8) regarding the content of the improvement plan:

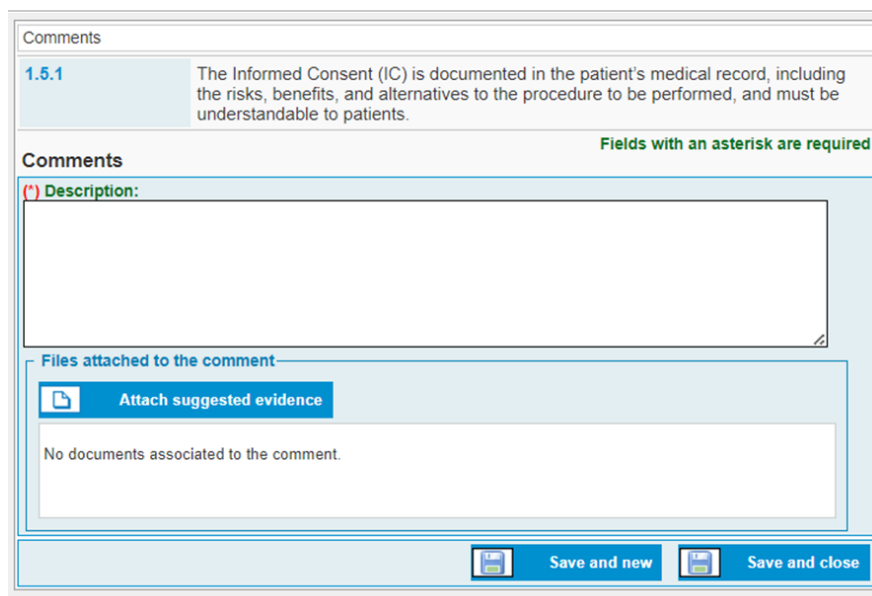
- development of planned actions for improvement
- unfolding of communication/education activities to inform / train the involved parties in the development planned actions
- results of monitoring indicators set up to evaluate the effectiveness of the planned actions

It also gives the possibility to **attach suggested evidence** which support the explanation given on the improvement plan implementation (Figure 10) . Remember to **save** the changes.



The screenshot shows a web interface for reevaluation. On the left, there is a sidebar with a table of measures and a 'Reevaluation' section. The main area displays 'Measure 1.5.1' with a description: 'The Informed Consent (IC) is documented in the patient's medical record, including the risks, benefits, and alternatives to the procedure to be performed, and must be understandable to patients.' Below this, there are sections for 'Evidences', 'Scoring guide', and 'Reevaluation'. The 'Reevaluation' section includes a 'Score' dropdown menu with options: 'Not scored', '0. No activity / Not Developed', '1. Partially Developed', '2. Fully Developed', and 'NA. Not applicable'. There is also a 'Comments for the score (0)' field. The 'Comments for the improvement plan (0)' field is highlighted with a red box and contains the text: 'Please provide comments on all sections included in the Improvement Plan (Identification, Development, Monitoring), alongside the indicators and upload the suggested evidence'. At the bottom, there are 'Save' and 'Add comment' buttons.

Figure 9. Comments for the improvement plan



The screenshot shows a 'Comments' form for measure 1.5.1. The form has a title bar 'Comments' and a description of the measure. Below the description, there is a 'Comments' section with a 'Description' field. There is a 'Files attached to the comment' section with an 'Attach suggested evidence' button. At the bottom, there are 'Save and new' and 'Save and close' buttons.

Figure 10. Attachment of suggested evidence to comments on the improvement plan

The content of the improvement plan and its assessment, including **evaluators' comments** and **suggested evidence** can be found at the end of the screen (Figure 11).

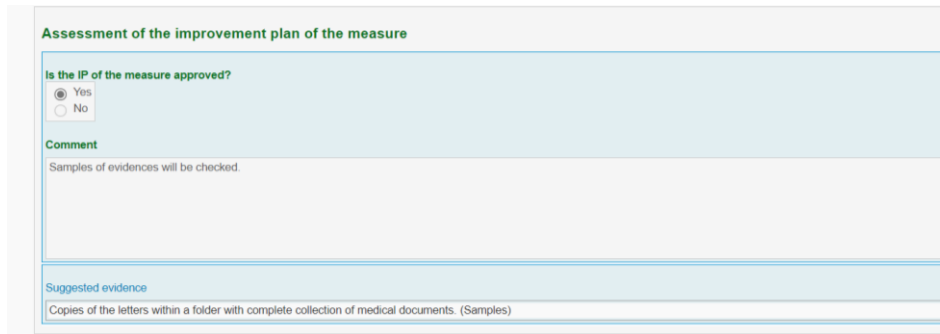


Figure 11 Suggested evidence for a certain measurable element

Before changing screen, review the filled information and, then, click “**Save**” (Figure 12).

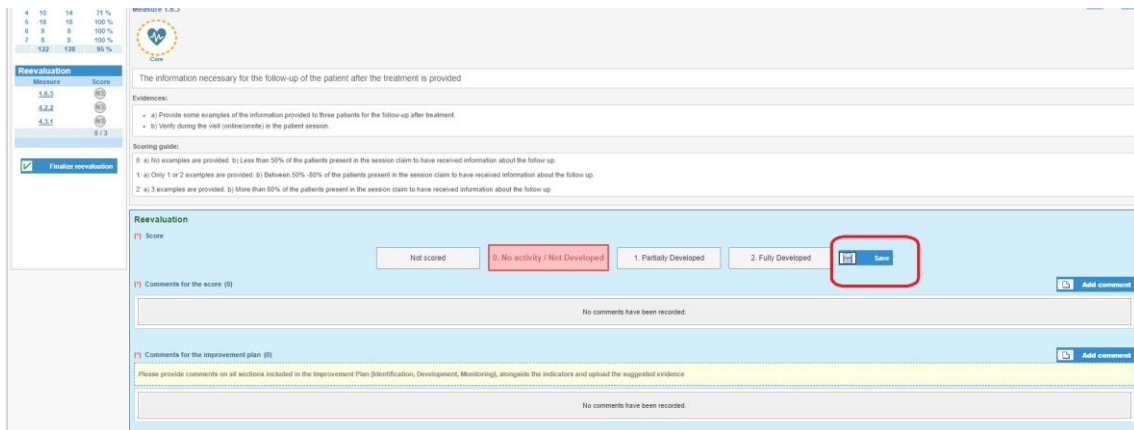


Figure 12. Saving of the changes

Step 5. To continue with the self-evaluation, select the next **ME** (i.e., 4.2.2)

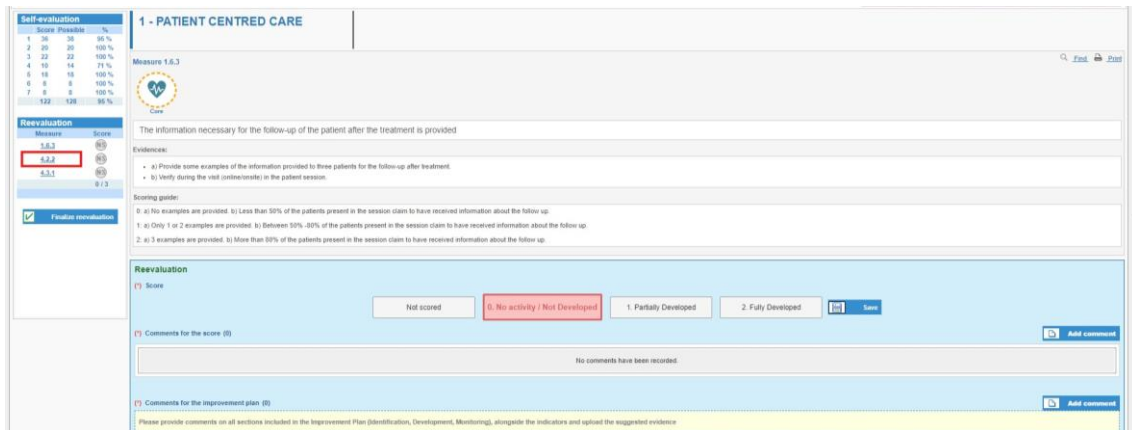


Figure 13 Selection of following Measurable element

On the top left of the screen, some rating are shown to provide an overview of the state of the self-evaluation (Figure 14).

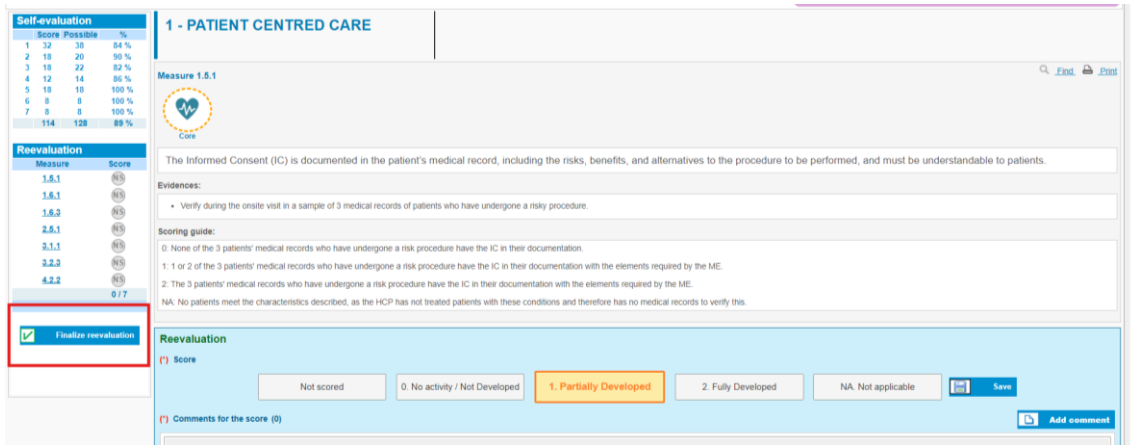
Self-evaluation			
	Score	Possible	%
1	26	38	68 %
2	12	20	60 %
3	18	22	82 %
4	12	14	86 %
5	16	18	89 %
6	8	8	100 %
7	8	8	100 %
	100	128	78 %

In the top left box labeled as "Self-evaluation" the following information can be found:

- Track of the scoring for each criterion.
- The maximum possible score in total for each thematic area.
- In addition to the percentage to which that score would be equivalent.

Figure 14 Information of the criteria, their score and percentage

Step 6. Once all the information is completed, **finish the self-evaluation** by clicking the "Finalize reevaluation" button (Figure 15).



Self-evaluation

Score	Possible	%	
1	32	38	84 %
2	18	20	90 %
3	18	22	82 %
4	12	14	86 %
5	18	18	100 %
6	8	8	100 %
7	8	8	100 %
114	128	89 %	

Reevaluation

Measure	Score
1.5.1	0/17
1.5.1.1	0/17
1.5.1.2	0/17
1.5.1.3	0/17
1.5.1.4	0/17
1.5.1.5	0/17
1.5.1.6	0/17
1.5.1.7	0/17
1.5.1.8	0/17
1.5.1.9	0/17
1.5.1.10	0/17
1.5.1.11	0/17
1.5.1.12	0/17
1.5.1.13	0/17
1.5.1.14	0/17
1.5.1.15	0/17
1.5.1.16	0/17
1.5.1.17	0/17
1.5.1.18	0/17
1.5.1.19	0/17
1.5.1.20	0/17
1.5.1.21	0/17
1.5.1.22	0/17
1.5.1.23	0/17
1.5.1.24	0/17
1.5.1.25	0/17
1.5.1.26	0/17
1.5.1.27	0/17
1.5.1.28	0/17
1.5.1.29	0/17
1.5.1.30	0/17
1.5.1.31	0/17
1.5.1.32	0/17
1.5.1.33	0/17
1.5.1.34	0/17
1.5.1.35	0/17
1.5.1.36	0/17
1.5.1.37	0/17
1.5.1.38	0/17
1.5.1.39	0/17
1.5.1.40	0/17
1.5.1.41	0/17
1.5.1.42	0/17
1.5.1.43	0/17
1.5.1.44	0/17
1.5.1.45	0/17
1.5.1.46	0/17
1.5.1.47	0/17
1.5.1.48	0/17
1.5.1.49	0/17
1.5.1.50	0/17
1.5.1.51	0/17
1.5.1.52	0/17
1.5.1.53	0/17
1.5.1.54	0/17
1.5.1.55	0/17
1.5.1.56	0/17
1.5.1.57	0/17
1.5.1.58	0/17
1.5.1.59	0/17
1.5.1.60	0/17
1.5.1.61	0/17
1.5.1.62	0/17
1.5.1.63	0/17
1.5.1.64	0/17
1.5.1.65	0/17
1.5.1.66	0/17
1.5.1.67	0/17
1.5.1.68	0/17
1.5.1.69	0/17
1.5.1.70	0/17
1.5.1.71	0/17
1.5.1.72	0/17
1.5.1.73	0/17
1.5.1.74	0/17
1.5.1.75	0/17
1.5.1.76	0/17
1.5.1.77	0/17
1.5.1.78	0/17
1.5.1.79	0/17
1.5.1.80	0/17
1.5.1.81	0/17
1.5.1.82	0/17
1.5.1.83	0/17
1.5.1.84	0/17
1.5.1.85	0/17
1.5.1.86	0/17
1.5.1.87	0/17
1.5.1.88	0/17
1.5.1.89	0/17
1.5.1.90	0/17
1.5.1.91	0/17
1.5.1.92	0/17
1.5.1.93	0/17
1.5.1.94	0/17
1.5.1.95	0/17
1.5.1.96	0/17
1.5.1.97	0/17
1.5.1.98	0/17
1.5.1.99	0/17
1.5.1.100	0/17

1 - PATIENT CENTRED CARE

Measure 1.5.1

The Informed Consent (IC) is documented in the patient's medical record, including the risks, benefits, and alternatives to the procedure to be performed, and must be understandable to patients.

Evidences:

- Verify during the onsite visit in a sample of 3 medical records of patients who have undergone a risky procedure.

Scoring guide:

- 0: None of the 3 patients' medical records who have undergone a risk procedure have the IC in their documentation.
- 1: 1 or 2 of the 3 patients' medical records who have undergone a risk procedure have the IC in their documentation with the elements required by the ME.
- 2: The 3 patients' medical records who have undergone a risk procedure have the IC in their documentation with the elements required by the ME.
- NA: No patients meet the characteristics described, as the HCP has not treated patients with these conditions and therefore has no medical records to verify this.

Reevaluation

(*) Score

Not scored | 0. No activity / Not Developed | **1. Partially Developed** | 2. Fully Developed | NA. Not applicable

(*) Comments for the score (0)

☒ Finalize reevaluation

Figure 15. Finalize sel-evaluation checkbox

5. Network Coordinator acknowledgement

Each HCP must complete their own self-evaluation through the OEIT, and it is the Network Coordinator's responsibility to ensure that all Members to be re-evaluated have completed their self-evaluations.

The role of the Network Coordinator in the HCP self-evaluation process is aimed at checking whether the process has been completed on the platform.

The HCP acting as the Coordinating Member of the Network will have access to all the projects of the members of the network. The Network Coordinator will have access to them through the **List of Evaluation Projects** (Figure 16).

ERN - Assessment Tool

User:

ACS International

Funded by the Health Programme of the European Union

Eval. Projects | Ass. Projects | Assessments | Maintenance

Listing of Evaluation Projects

864 projects have been found (Showing from 1 to 15)

Code	Dossier	Network	Project	Operational Criteria	Country	CZ	Assessment project	Self-evaluation scored	Assessors	Scored	Document review	Evaluation	Audit date	Preliminary Report	Draft Report	Final Report	Result
2022/001_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Network - Enfermedades neuromusculares raras	ERN	Spain	-	2016/001	1/52	-	0/52	In progress						-
2022/002_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Hospital Universitario Virgen del Rocío	DEMO - Hospital Universitario Virgen del Rocío	HP	Spain	-	2016/002	1/54	-	0/54	In progress	Not established					-
2022/003_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Centro Hospitalar do Porto, EPE	DEMO - Centro Hospitalar do Porto, EPE	HP	Portugal	-	2016/003	0/54	-	0/54	In progress						-
2022/004_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Hospital Clínico Universitario de Valladolid	DEMO - Hospital Clínico Universitario de Valladolid	HP	Spain	-	2016/004	-	-	-							-
2022/005_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Centro Hospitalar do Porto, EPE	DEMO - Centro Hospitalar do Porto, EPE	HP	Portugal	-	2018/001	0/54	-	0/54	In progress						-
2022/006_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Hospital Clínico Universitario de Valladolid	DEMO - Hospital Clínico Universitario de Valladolid	HP	Spain	-	2018/002	0/54	-	0/54	In progress	Not established					-

Figure 16 Listing of evaluation projects

The Coordinating Member of the Network has to acknowledge the submission of the re-evaluation projects of the Network. This can be found in the project menu, as a subcategory of the “Reevaluation” (Figure 13).

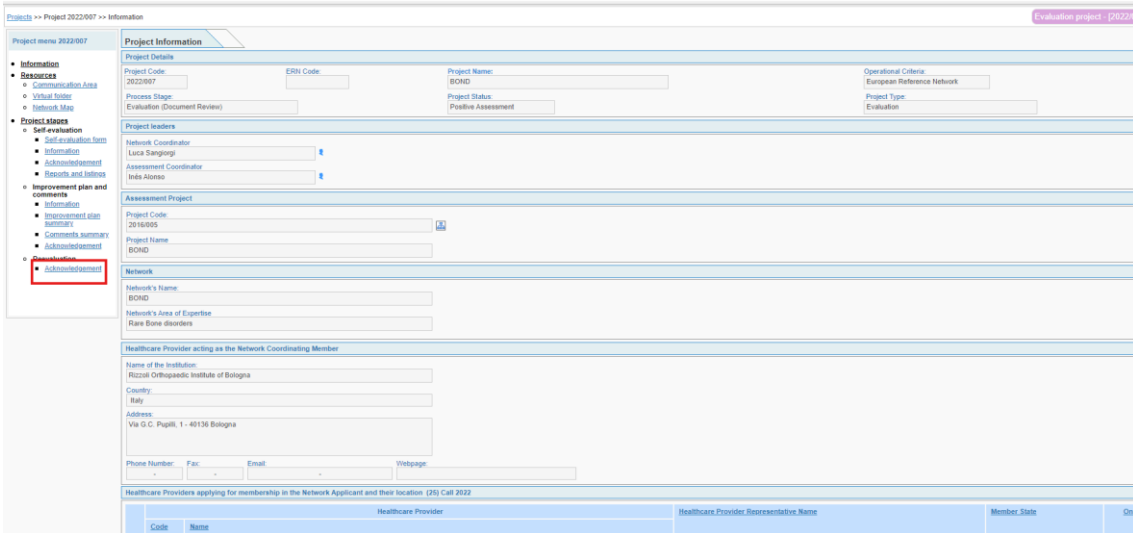
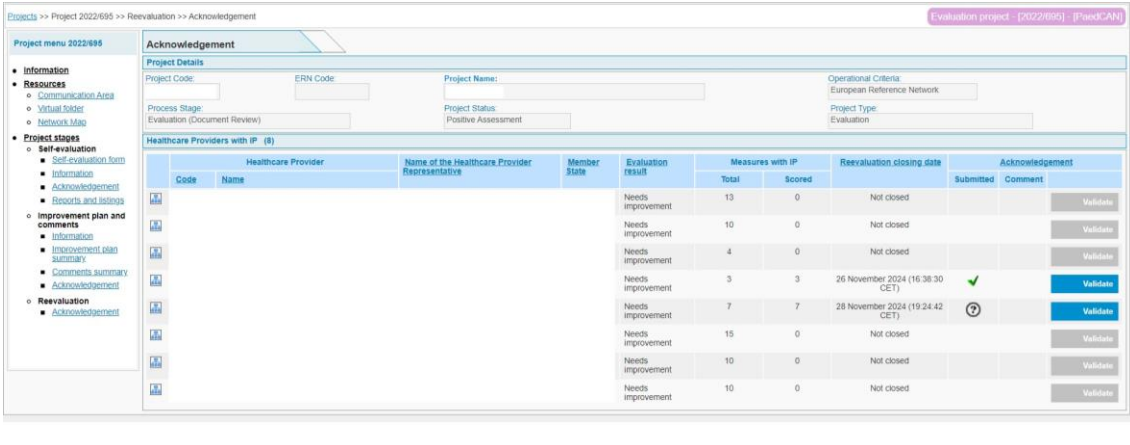


Figure 17 Acknowledgement position in the index

When clicking on the “**Acknowledgement**” section, the screen displays the status of the re-evaluation of all members. To acknowledge the submission of the re-evaluation of a specific member, click on the “**Validate**” box (Figure 18).



Code	Name	Member State	Evaluation Result	Measures with IP Total	Scored	Reevaluation closing date	Submitted	Acknowledgement
13	Needs improvement		Needs improvement	13	0	Not closed		Validate
10	Needs improvement		Needs improvement	10	0	Not closed		Validate
4	Needs improvement		Needs improvement	4	0	Not closed		Validate
3	Needs improvement		Needs improvement	3	3	26 November 2024 (16:38:30 CET)	✓	Validate
7	Needs improvement		Needs improvement	7	7	28 November 2024 (19:24:42 CET)	Ⓢ	Validate
15	Needs improvement		Needs improvement	15	0	Not closed		Validate
10	Needs improvement		Needs improvement	10	0	Not closed		Validate
10	Needs improvement		Needs improvement	10	0	Not closed		Validate

Figure 18. Validate section

After validating, a pop-up window will appear (**¡Error! No se encuentra el origen de la referencia.**), where a comment can be provided by the ERN Coordinator. A “check” icon will appear on the “Submitted” column

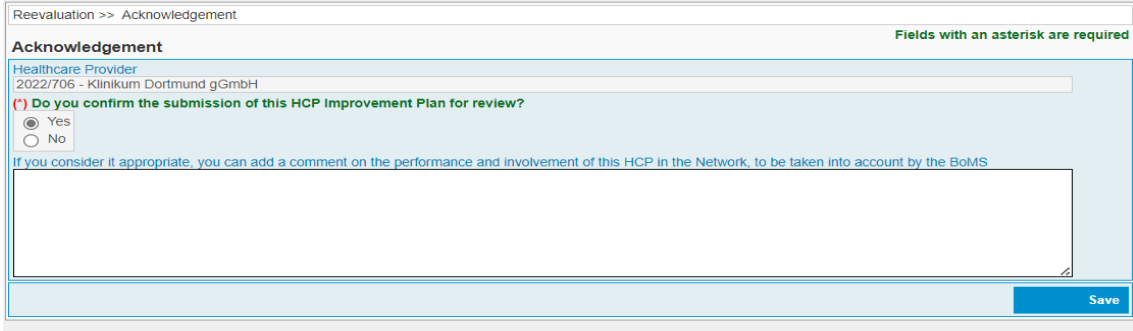


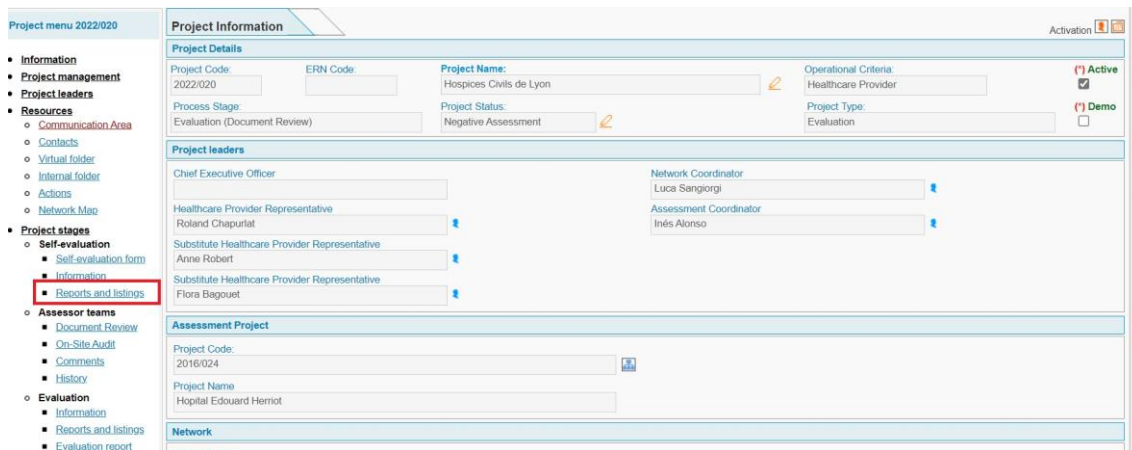
Figure 19 Pop up window with Validation Confirmation

In order to acknowledge the submission of each self-evaluation, 100% of the measurable elements must be completed and scored.

6. Reports and Listings

The self-evaluation area provides a set of reports and listings to track and manage the status of the evaluation, for both the ERNs and the HCPs. These reports/listings can be filtered by different categories.

In Figure 20 it is shown how to reach the reports and listings. It can be accessed through through the project menu.



Project menu 2022/020

- Information
- Project management
- Project leaders
- Resources
 - Communication Area
 - Contacts
 - Virtual folder
 - Internal folder
 - Actions
 - Network Map
- Project stages
 - Self-evaluation form
 - Information
 - Reports and listings**
- Assessor teams
 - Document Review
 - On-Site Audit
 - Comments
 - History
- Evaluation
 - Information
 - Reports and listings
 - Evaluation report

Project Information

Project Details

Project Code: 2022/020 ERN Code: Hospices Civils de Lyon Project Name: Hospices Civils de Lyon Operational Criteria: Healthcare Provider Activation: ☒ Active ☐ Demo

Process Stage: Evaluation (Document Review) Project Status: Negative Assessment Project Type: Evaluation

Project leaders

Chief Executive Officer: [Name] Network Coordinator: Luca Sangiorgi

Healthcare Provider Representative: Roland Chapurlat Assessment Coordinator: Inés Alonso

Substitute Healthcare Provider Representative: Anne Robert

Substitute Healthcare Provider Representative: Flora Bagouet

Assessment Project

Project Code: 2016/024 Project Name: Hôpital Edouard Herriot

Network

Figure 20 Reports and listings

6.1. Reports

Table 1 presents the different reporting options for both ERNs and HCPs, their description, and the type of format in which they can be produced.

Table 1: Reports available for both ERNs and HCPs.

Reports	Description	Type
Overall distribution of the ratings	This report shows the distribution of the reached score at a global level. The pie chart represents the overall percentage of scores for the measurable elements.	Table / Chart
Distribution of the ratings	This report allows to analyse the implementation level achieved in the self-evaluation according to the themes and criteria set out in the manual.	Table / Chart
Average rating	Average rating reached in all manual themes and criteria.	Table / Chart

Table 2 presents the different reporting options, only available for ERNs, their description and the type of format in which they can be elaborated.

Table 2: Reports only available for ERNs.

Reports	Description	Type
Distribution of the rating for HCP	This report allows to analyse the level of implementation achieved for every HCP belonging to the respective ERN according to the topics and criteria set out in the manual.	Table / Chart
Average rating for HCP	Average rating for every HCP belonging to the respective ERN.	Table / Chart

6.2. Listings

The different listing options and their description, available for both ERNs and HCPs, are described in Table 3.

Table 3: Listings available for both ERNs and HCPs.

Listing	Description
View of Operational Criteria	This list summarises how each measure stands in the self-evaluation, giving an immediate overview of the status of each measure (self-evaluation information as a list).
List of Measures	This list summarises each measure by its code, providing a view of the guideline information and with them its core classification, rating and comments.
List of Comments	This list enumerates the comments and their author, which is evidence that the objective has been met.
Documents storage	This report shows the documents attached to the comments registered for each measure.
Documents required	This report shows the required documents for each measurable element.

Table 4 presents the different listing options, only available for ERNs, and their description.

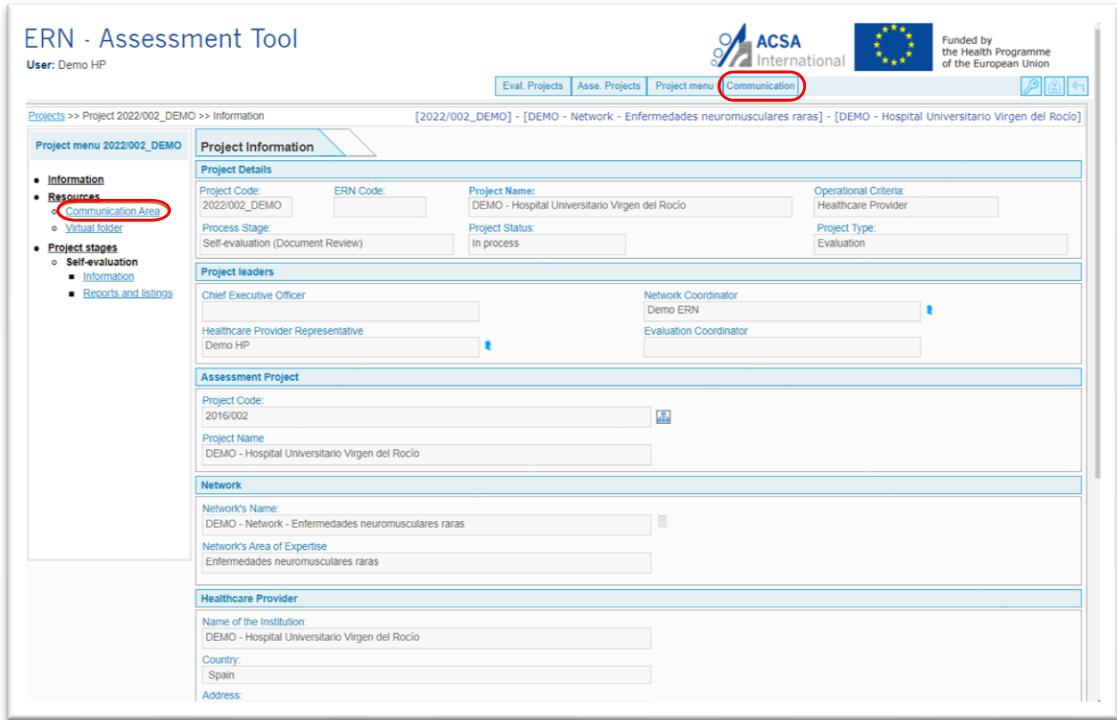
Table 4: Listings only available for ERNs.

Listing	Description
View of Operational Criteria for HCP	This list summarises the status of each measure in the self-evaluation of the HCPs corresponding to the self-evaluation ERN, providing an overview of the status of each measurable element (self-evaluation information in list form).
List of Measures for HCP	This list summarises each measure of the HCPs self-evaluation pertaining to the corresponding ERN, by its code, providing an overview of the information in the guideline and with them its basic classification, rating and comments.

7. Communication area

Each evaluation project has been assigned a specific virtual space to allow communication between the ERN/HCPs and their evaluation teams.

Find in how to get to this area (Figure 21), either directly through the "Home Page" or by going to: Project menu >> Resources >> **Communication area**.



ER - Assessment Tool

User: Demo HP

ACS International

Funded by the Health Programme of the European Union

Eval. Projects | Asse. Projects | Project menu | **Communication**

Projects >> Project 2022/002_DEMO >> Information [2022/002_DEMO] - [DEMO - Network - Enfermedades neuromusculares raras] - [DEMO - Hospital Universitario Virgen del Rocío]

Project menu 2022/002_DEMO

- Information
- Resources**
 - Communication Area**
 - Virtual folder
- Project stages
 - Self-evaluation
 - Information
 - Reports and listings

Project Information

Project Details

Project Code: 2022/002_DEMO ERN Code: Project Name: DEMO - Hospital Universitario Virgen del Rocío Operational Criteria: Healthcare Provider

Process Stage: Self-evaluation (Document Review) Project Status: In process Project Type: Evaluation

Project leaders

Chief Executive Officer: Network Coordinator: Demo ERN

Healthcare Provider Representative: Demo HP Evaluation Coordinator:

Assessment Project

Project Code: 2016/002 Project Name: DEMO - Hospital Universitario Virgen del Rocío

Network

Network's Name: DEMO - Network - Enfermedades neuromusculares raras

Network's Area of Expertise: Enfermedades neuromusculares raras

Healthcare Provider

Name of the Institution: DEMO - Hospital Universitario Virgen del Rocío

Country: Spain

Address:

Figure 21 Communications Area

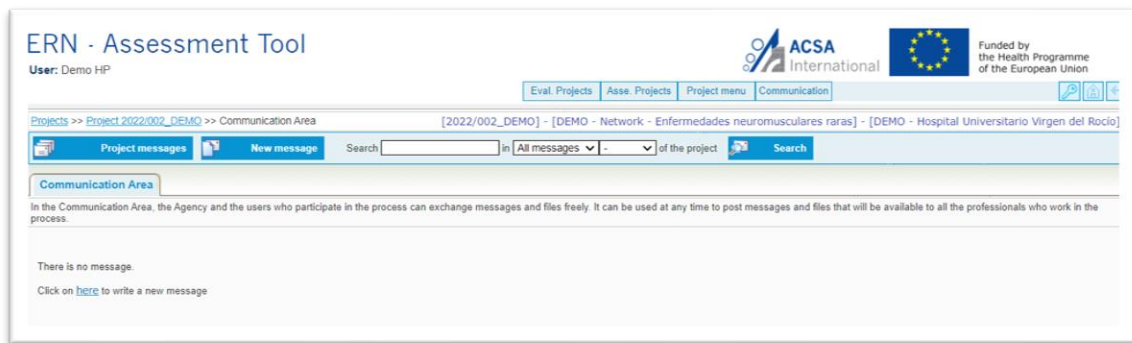


Figure 22 Communication Area Section

To send a new message, fill in the “subject” box, the “message” and add the selected recipients in the column in the left side. Find these sections .

It is possible to attach files by:

- Clicking on the symbol 
- Adding a name for the document
- Attaching the file
- Saving it

Once "Send" has been clicked on, all recipients will receive a notification to the e-mail address they used to register in the platform (Figure 23).

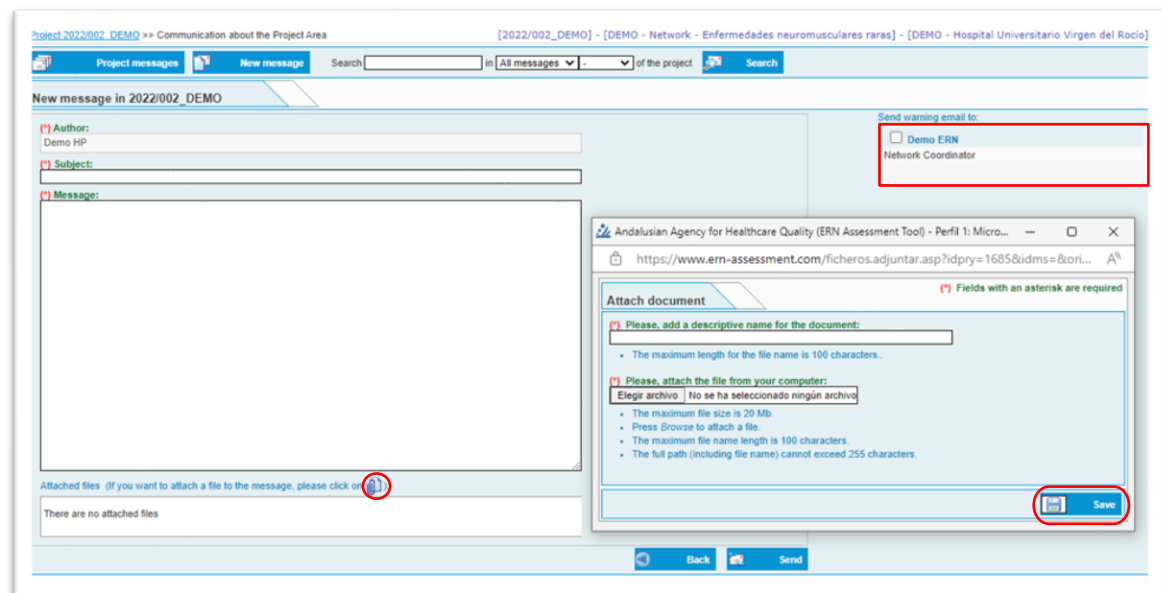


Figure 23. Pop-up window for communication Area

8. Virtual Folder

Each evaluation project has a virtual folder where relevant documents, such as the evaluation report, are uploaded.

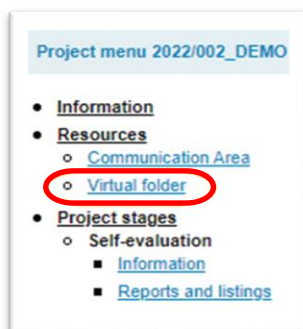


Figure 24 Project menu index

The virtual folder can be accessed from the project menu (Figure 24).

Once the virtual folder has been accessed, the list of documents contained in this virtual space is displayed. It is shown in the Figure 25.

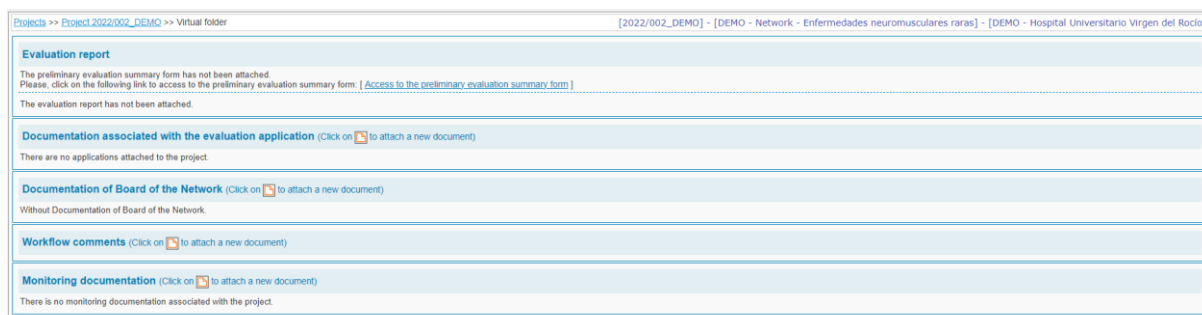


Figure 25. Virtual folder section