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## **The HEF+ Aggregation tool user manual**

# eHEF+ Anonymised Aggregation Tools (AAT) User Manual

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## Introduction

eHEF+ has been designed to support the Health Equality Framework. It is a Microsoft Excel-based tool that has been designed to be portable and run on most systems. eHEF+ runs on Excel versions 2003 and above and Excel for MAC.

## System requirements

- Hardware: PC or MAC
- Software: Microsoft Excel 2003 or later
- Screen Resolution: 1280 pixels wide or higher

## Data security

The data stored in eHEF+ AAT is crudely anonymised. That is, it does contain the first two initials of a client's name and their age plus other demographics including gender, ethnicity etc. and other "HEFspecific" information. It does not contain names, dates of birth or addresses. When opening eHEF+ AAT you must acknowledge the Terms of Use – see section on 'Opening eHEF+ AAT'

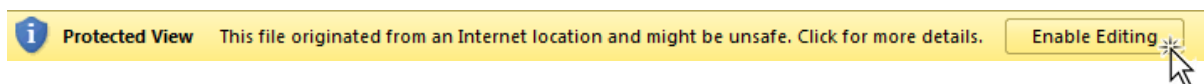
## Storage/saving eHEF+ ATT

When you download your version of eHEF+ AAT you should store it in an appropriate location on your computer/shared network drive. When importing data for aggregation and analysis you must ensure that any source files are in a single location though this need not be the same location as your copy of the AAT.

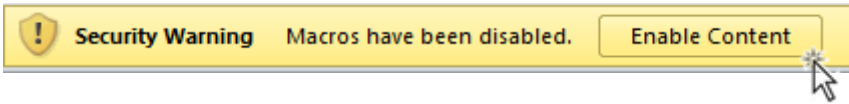
## Opening eHEF+ ATT

Once you have received your copy of eHEF+ AAT and stored it with an appropriate name you will want to go ahead and start using it! Open eHEF+ AAT as you'd open any other file (usually a double-click).

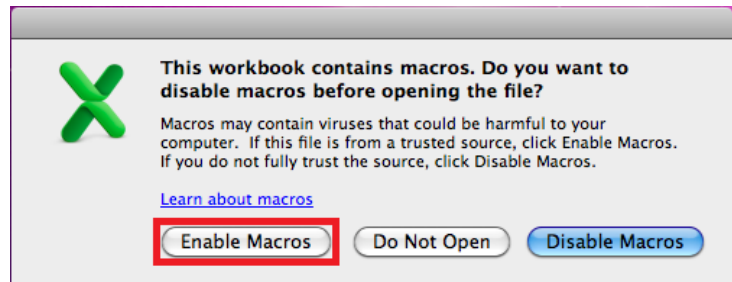
You may receive a message prompting you to 'Enable Editing' to which you should agree.



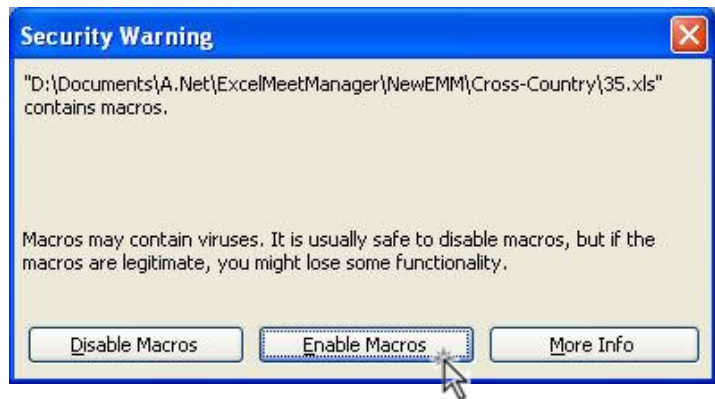
If you've stored eHEF+ ATT as recommended above you shouldn't receive this message. Next you'll need to 'Enable Macros'. The prompt for this action looks different according to your version of Excel and your security settings. Here is the Excel 2010 version of the prompt.



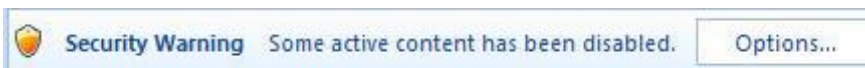
If you are using a mac version of Excel, you will see this prompt and simply click 'Enable Macros'.



If you are using Excel 2003, you will see this prompt and need to click 'Enable Macros'.



If you have a copy of Excel 2007, you will see this message and you will need to click 'Options...'



Then 'Enable This Content' and then click OK.



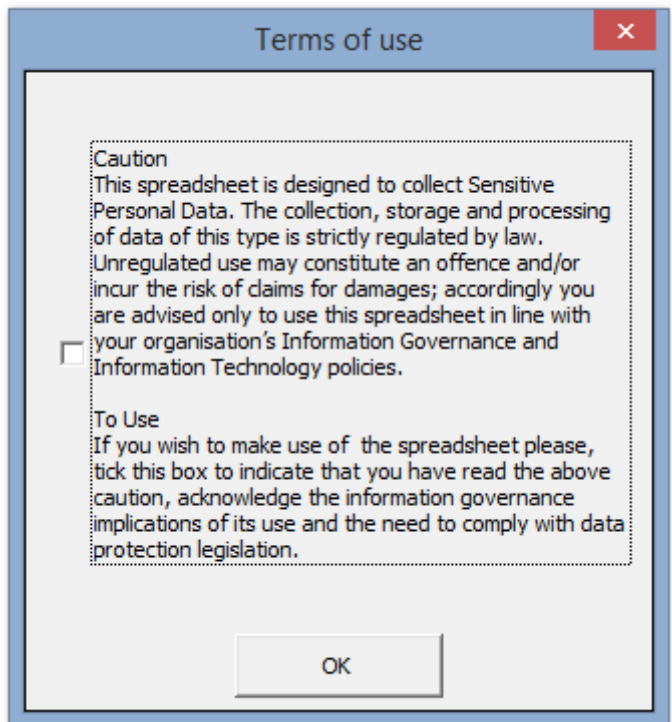
If you see this message instead, click 'Enable Macros'



## Terms of Use:

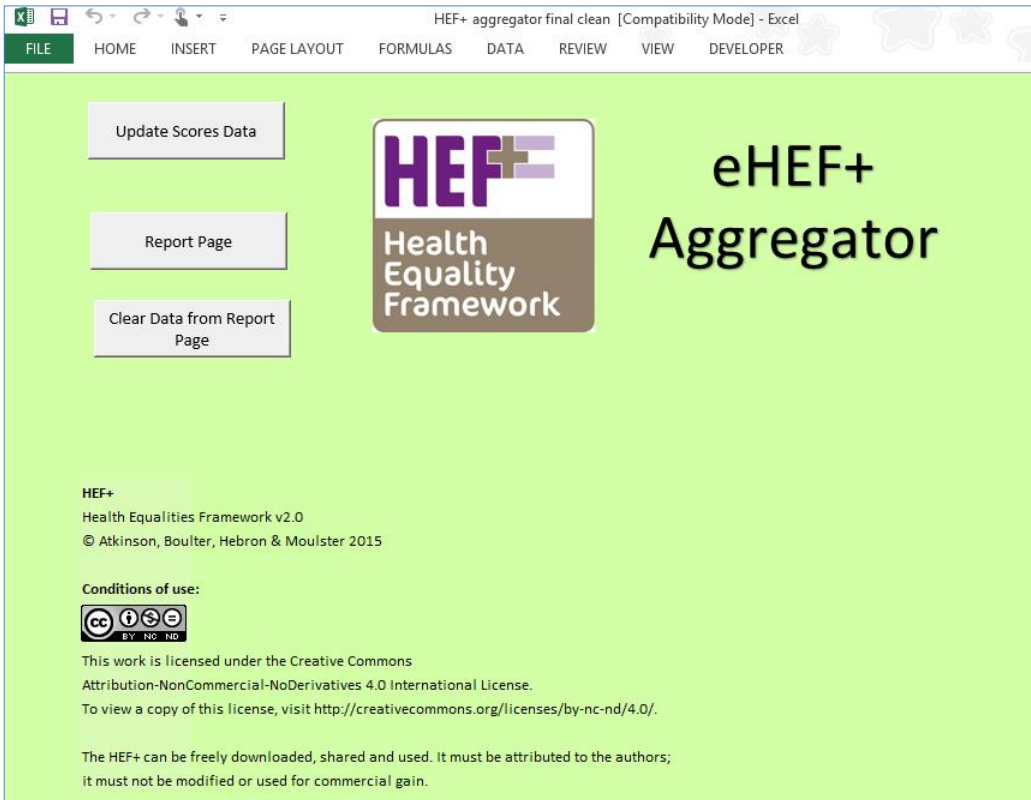


Each time you open eHEF+ AAT you will be required to agree with its Terms of Use by ticking the box and clicking 'ok' as shown below..



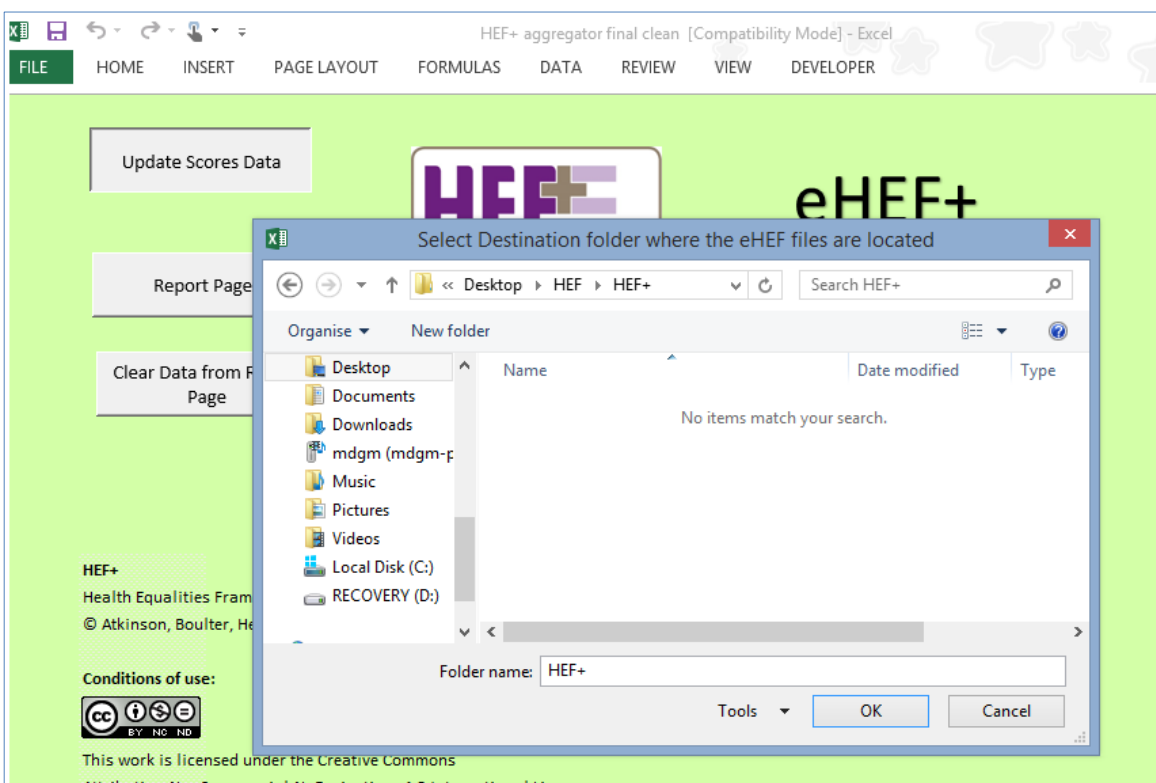
## Front Page

Now that you have opened eHEF+ AAT, you will be presented with the front page shown below. The two options are Update Sores Data and Report Page.



## Update Scores Data:

Selecting this will make an explorer pop-up and you should navigate towards the folder containing individual eHEF+ (and/or HEF version 1.0) files that have the data you want to compare inside them. The explorer will only let you choose eHEF+ (and/or HEF version 1.0) files that contain eHEF+ (and/or HEF version 1.0) data. Once selected, you click Open.

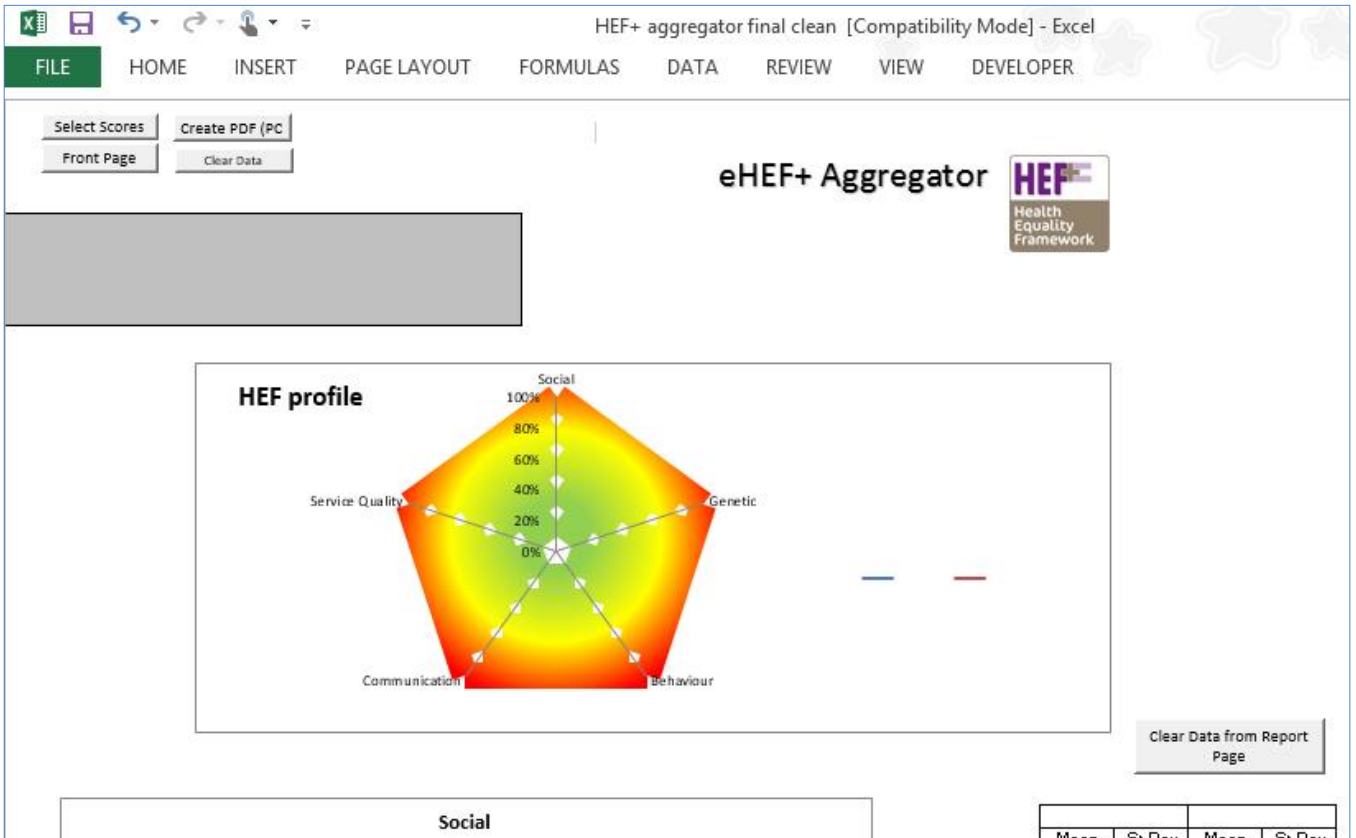


# Clear Data from Report Page

This tool clears the selected data in the report page. It does not delete any data that has been imported, it clears the selected data so the graphs and tables appear blank so you can select other data for comparison.

## Report Page

When you click on Report Page, it will take you onto the screen below. From here you can select score to compare, create a PDF file of the graph and table comparisons or you can return to the Front Page.



## Selecting Scores

When you click on Select Scores, this is where you choose what filters you want to put on the data to compare a set of two results. You can choose to compare Practitioner ID, gender, between two ages, scores between two dates and other variables in this window. To compare, you choose the first group of data by specifying filters for the first group of data, click report, it will tell you how many entries of data that your filters include, and then repeat choosing another group with certain filters to compare that to. In this example shown below, males have been filtered which includes 52 entries so that data will then be compared to the second group, females. Some of the filters use drop down boxes which you click on to reveal options and select the appropriate one from the list. Once you have specified all the groups of data you want to compare, click Report.

**A note on 'tick boxes':** if you want, for example, to include all clients with 'Mental Health Issues' you click until the tick is enabled/black. If you want to specify clients who do NOT have 'Mental Health Issues' you clear the box completely. If you want BOTH sets you leave the tick in its disabled/grey state.

Select Filters for first selection of HEF scores

Practitioner ID: [Dropdown]

Team ID: [Dropdown]

Gender:  Male  Female

Ethnicity: [Dropdown]

Age:  $\geq$  [Input] and  $<$  [Input]

Degree of LD: [Dropdown]

HEF scoring: [Dropdown]

Accom Type: [Dropdown]

Level of Support: [Dropdown]

Score Range: From Date d/m/y [Input] [Input] [Input] To Date d/m/y [Input] [Input] [Input]

Mental health issues     Continence Needs  
 Challenging Behaviour     Nutritional problems  
 Autism     Physical Impairments / reduced mobility  
 Sleep Problems  
 Dementia     Wheelchair User  
 Respiratory Problems     Chronic Pain  
 Coronary Heart Disease     Oral Health Problems  
 Visual Impairment     Epilepsy  
 Hearing Impairment     Endocrine Disorder  
 Dysphagia     Cancer / Other Major Physical H.

Report    Cancel/Skip

Select Filters for first selection of HEF scores

Practitioner ID: [Dropdown]

Team ID: [Dropdown]

Gender:  Male  Female

Ethnicity: [Dropdown]

Age:  $\geq$  [Input] and  $<$  [Input]

Degree of LD: [Dropdown] severe

HEF scoring: [Dropdown]

Accom Type: [Dropdown] hospital informal

Level: [Dropdown]

Score: [Dropdown]

Mental health issues     Continence Needs  
 Challenging Behaviour     Nutritional problems  
 Autism     Physical Impairments / reduced mobility  
 Sleep Problems  
 Dementia     Wheelchair User  
 Respiratory Problems     Chronic Pain  
 Coronary Heart Disease     Oral Health Problems  
 Visual Impairment     Epilepsy  
 Hearing Impairment     Endocrine Disorder  
 Dysphagia     Cancer / Other Major Physical H.

Report    Cancel/Skip

Microsoft Excel

No entries matched this criteria. Please revise selections

OK

Ethnicity: [Dropdown]

Age: [Input]

Degree of LD: [Dropdown]

HEF scoring: [Dropdown]

Asian British  
 Asian Other  
 Black British  
 White British  
 White Other  
**Other**  
 Unknown / Not Given

## Graphs


Once you have specified two sets of data with the filters you want, click Report. This will generate graphs and tables displaying comparative data between the two groups specified. These graphs will include the information from all the eHEF+ files that you have added in the Update Scores Data. The graphs will show social, genetic,

behaviour, communication and service quality data and tables that show the mean and standard deviation of the two selections you have made. If you cannot see all of the graphs, scroll down and they will be further down the page.

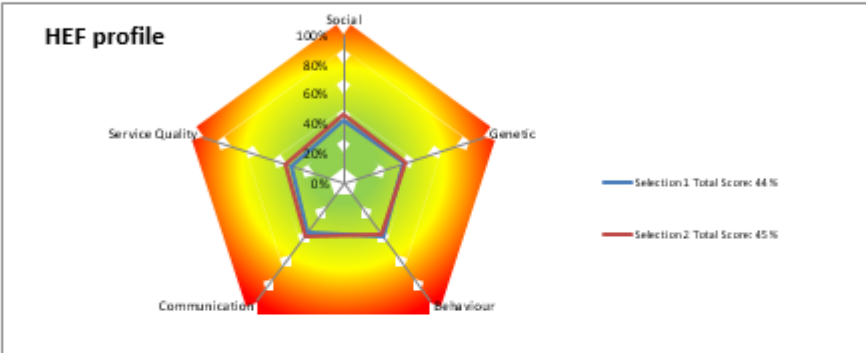
HEF+ aggregator final [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Select Scores Create PDF (PC)  
Front Page Clear Data

eHEF+ Aggregator 

**Selection 1 Filter selection (8 entries): None**  
**Selection 2 Filter selection (5 entries): Male**




HEF profile

100% 80% 60% 40% 20% 0%

Social Service Quality Genetic Behaviour Communication

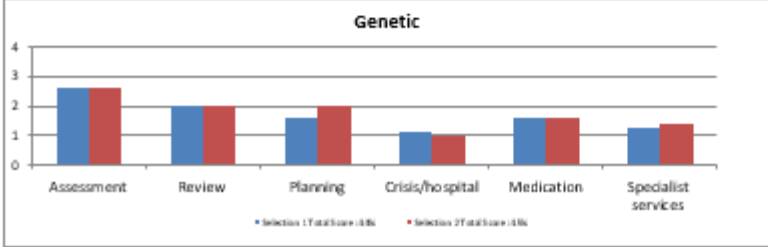
Selection 1 Total Score: 44%  
Selection 2 Total Score: 45%

Clear Data from Report Page



Social

	Selection 1		Selection 2	
	Mean	St.Dev	Mean	St.Dev
Accommodation	2.1	1.1	2.2	0.4
Activities	1.5	0.5	1.6	0.5
Finances	1.5	0.8	1.6	0.9
Socialising	1.8	0.7	1.8	0.8
Marginalization	1.9	0.8	2.0	0.7
Safeguarding	1.5	1.2	1.8	1.5



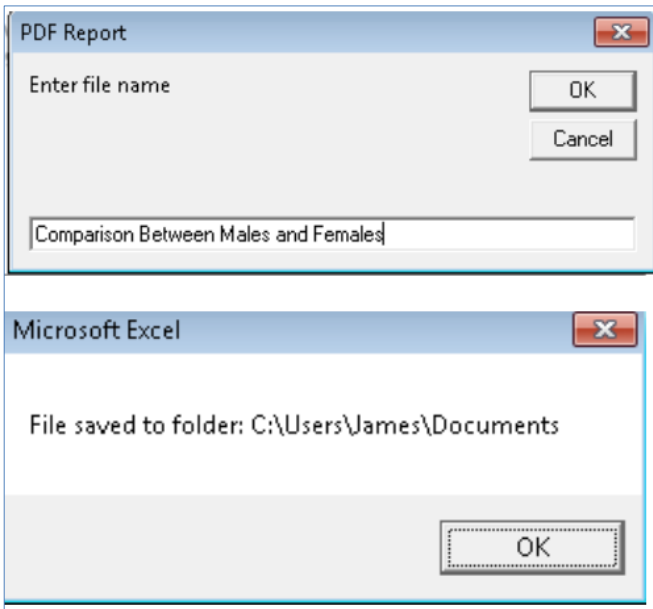
Genetic

	Selection 1		Selection 2	
	Mean	St.Dev	Mean	St.Dev
Assessment	2.6	0.9	2.6	0.5
Review	2.0	0.8	2.0	1.0
Planning	1.6	0.7	2.0	0.7
Crisis/hospital	1.1	0.6	1.0	0.7
Medication	1.6	0.5	1.6	0.5
Specialist services	1.3	0.5	1.4	0.5

You can then create a PDF file displaying the graphs you have just created by doing the following:

1. Click Create PDF (PC only) on the Report Page
2. Name the file appropriately
3. Find an appropriate place to save the PDF file
4. Click OK and then it will create the file and save it where you specified





**The Health Equalities Framework (HEF):** An outcomes framework based on the determinants of health inequalities. The Complete Practitioner's Guide

The HEF was developed by D Atkinson, P Boulter, C Hebron and G Moulster from the UK Learning Disability Consultant Nurse Network with commissioned software development by J Brown of Smart Outcomes.

ISBN: XXXXXXXX

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