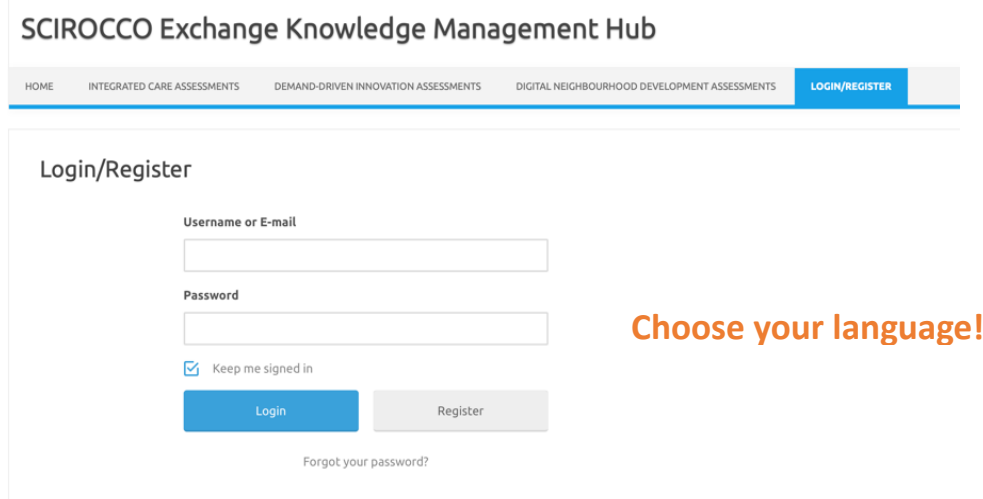


Quick User Guide

SCIROCCO Exchange Integrated Care Online Self-Assessment Tool (OSAT)

1. Registration

All stakeholders are invited to register in order to use the Tool by using the following link: <https://scirocco-exchange-tool.inf.ed.ac.uk>. We recommend using Google Chrome. You can also choose your preferred language at the point of registration.



The screenshot shows the 'Login/Register' page of the SCIROCCO Exchange Knowledge Management Hub. The page has a navigation bar with links: HOME, INTEGRATED CARE ASSESSMENTS, DEMAND-DRIVEN INNOVATION ASSESSMENTS, DIGITAL NEIGHBOURHOOD DEVELOPMENT ASSESSMENTS, and a blue 'LOGIN/REGISTER' button. Below the navigation bar, the 'Login/Register' section contains two input fields for 'Username or E-mail' and 'Password'. There is a checkbox for 'Keep me signed in' and two buttons: 'Login' (blue) and 'Register' (grey). A link for 'Forgot your password?' is located below the buttons. To the right of the form, there is a red text prompt: 'Choose your language!'.

Successful registration will be confirmed by email.

Thank you for signing up with Scirocco Self-Assessment Tool for Integrated Care! Your account is now active.

To login please visit the following url:

<https://scirocco-exchange-tool.inf.ed.ac.uk/login/>

Your account username: zuzana.katreniakova@upjs.sk

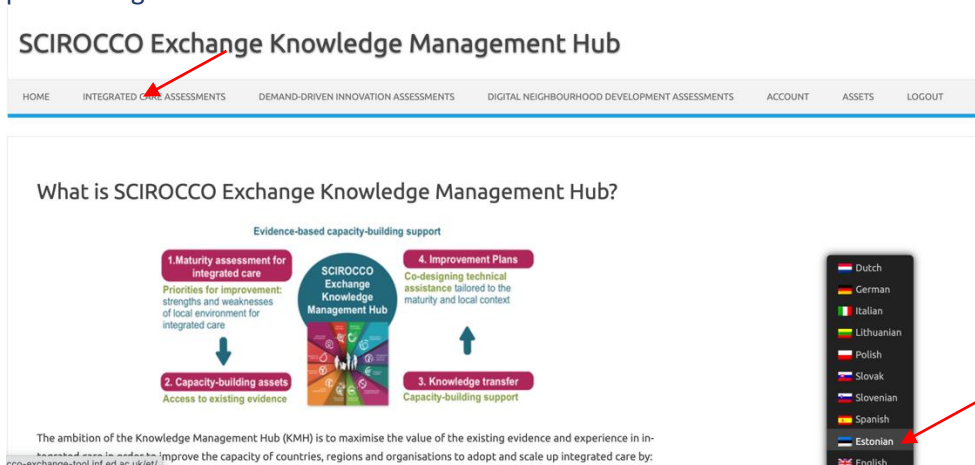
If you have any problems, please contact us at Cristina.Alexandru@ed.ac.uk

Thanks,
Scirocco Self-Assessment Tool for Integrated Care

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.

2. Selection of Assessment

Select option “Integrated Care Assessments” and choose your preferred language if you haven’t done so at the point of registration.



The screenshot shows the homepage of the SCIROCCO Exchange Knowledge Management Hub. The navigation bar is the same as in the previous screenshot, but with an additional 'ACCOUNT' link. The main content area is titled 'What is SCIROCCO Exchange Knowledge Management Hub?' and features a diagram illustrating the 'Evidence-based capacity-building support' process. The diagram shows a cycle: 1. Maturity assessment for integrated care (Priorities for improvement: strengths and weaknesses of local environment for integrated care) leads to 2. Capacity-building assets (Access to existing evidence), which leads to 3. Knowledge transfer (Capacity-building support), which leads to 4. Improvement Plans (Co-designing technical assistance tailored to the maturity and local context), which then feeds back into 1. A central box labeled 'SCIROCCO Exchange Knowledge Management Hub' is connected to all four steps. To the right of the diagram is a language selection dropdown menu with options: Dutch, German, Italian, Lithuanian, Polish, Slovak, Slovenian, Spanish, Estonian, and English. A red arrow points to the 'English' option. At the bottom, a text box states: 'The ambition of the Knowledge Management Hub (KMH) is to maximise the value of the existing evidence and experience in integrated care by improve the capacity of countries, regions and organisations to adopt and scale up integrated care by: scirocco-exchange-tool.inf.ed.ac.uk/en/'.

3. Starting the Assessment

Click “new private maturity assessment”:

Healthcare System Assessments

Starting from this page, you can perform the following actions:

- conducting a private healthcare system assessment with regards to integrated care [HELP](#)
- facilitating multi-disciplinary discussions and consensus-building about the healthcare system assessment [HELP](#)
- facilitating twinning and coaching informed by the maturity of the healthcare system for integrated care [HELP](#)



The home page for the assessment will appear with the following elements:

- Assessment name** (you should enter your organisation name)

Assessment name:

APavl[Country/region] 10chars max

Assessment Country/region*

- Country/Region tab** (you need to choose your region/country/pilot site and click the “save” button)

Assessment Country/region*
Country/region this is meant to assess:*

–Please select–

- **Assessment tab** where you can start filling your questionnaire responses.

Assessment Country/region*

Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12

1. Readiness to Change ⓘ

☐ 0- No acknowledgement of compelling need to change
☐ 1- Compelling need is recognised, but no clear vision or strategic plan
☐ 2- Dialogue and consensus-building underway; plan being developed
☐ 3- Vision or plan embedded in policy; leaders and champions emerging
☐ 4- Leadership, vision and plan clear to the general public; pressure for change
☐ 5- Political consensus; public support; visible stakeholder engagement.

If someone asked you to justify your rating here what would you say (please provide a few short sentences):

*



4. Completing the Assessment

The assessment consists of 12 questions reflecting the 12 dimensions of the SCIROCCO Exchange tool. Each dimension is described in terms of its objectives (**hover over the black “information” icon to read the objectives for each dimension**) and an assessment scale reflecting the potential level of maturity, with a score of 0 to 5. **You need to choose a level of maturity and provide some text about your justification for your choice of score in the box below the assessment scale.**

The justification for each of the 12 dimension scores is a compulsory element of the questionnaire and is important for the subsequent consensus building discussion (it prompts stakeholders to remember why they selected each score). Only a few sentences are required. The spider diagram will visualise these responses as each score is selected.

Assessment Country/region*

Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9

1. Readiness to Change ⓘ

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☐ 5- Political consensus; public support; visible stakeholder engagement.

If someone asked you to justify your rating here what would you say (please provide a few short sentences):

*

Q1. Readiness to Change: Objectives

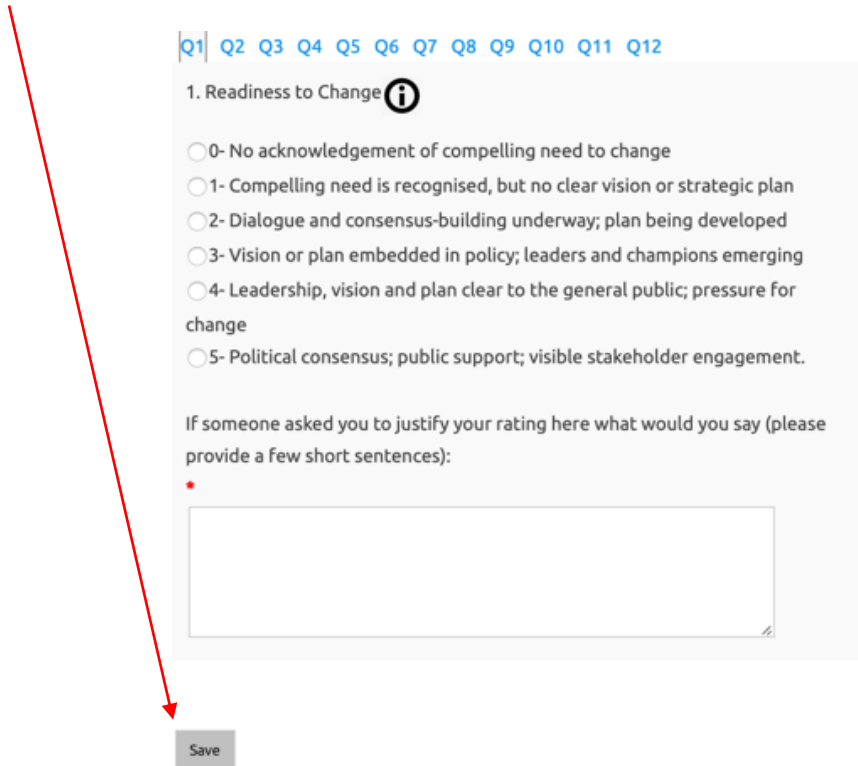
The existing systems of care (the term “care” refers to both health and social care) need to be re-designed to provide a more innovative and user-centred set of services. This will require change across many levels, the creation of new roles, capabilities, methodologies and working practices. It will also require new systems and infrastructure (e.g. living-labs infrastructure) to support information sharing, networking and collaboration across innovation intermediaries involved. This might be disruptive and may be viewed negatively, so we need clear cases, including a justification, a strategic plan, and a vision for demand-driven open innovation. Examples of the level of maturity include:

- Accepting the reality that care systems are unsustainable and need to embed innovation.
- Creating a compelling vision, with a real sense of urgency to ensure sustained focus and building a “guiding coalition (ecosystem)” for change.
- Enlisting stakeholders’ support including political leadership, management, care professionals, research institutions, SMEs, public and press.
- Publishing a clear description of the issues, the choices that need to be made, and the desired future state of the open innovation care systems.

Ok

5. Saving the Assessment

The “Save” button is on the bottom of each page of questions. You can save after you answer each question or you can wait until you complete all 12 questions.



Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12

1. Readiness to Change ⓘ

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☐ 4- Leadership, vision and plan clear to the general public; pressure for change

☐ 5- Political consensus; public support; visible stakeholder engagement.

If someone asked you to justify your rating here what would you say (please provide a few short sentences):

*

Save

If you decide to save your answer after each question, a pop-up message will appear reminding you that all 12 questions are compulsory. You can then continue updating your questionnaire.

Please reply to all of the questions marked *

Assessment name (optionally, provide your name or stakeholder group):

APavScotland Test3

Assessment* Country/region*

Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12

1. Readiness to Change ⓘ

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☒ 2- Dialogue and consensus-building underway; plan being developed

☐ 3- Vision or plan embedded in policy; leaders and champions emerging

☐ 4- Leadership, vision and plan clear to the general public; pressure for change

☐ 5- Political consensus; public support; visible stakeholder engagement.

If someone asked you to justify your rating here what would you say (please provide a few short sentences):

*

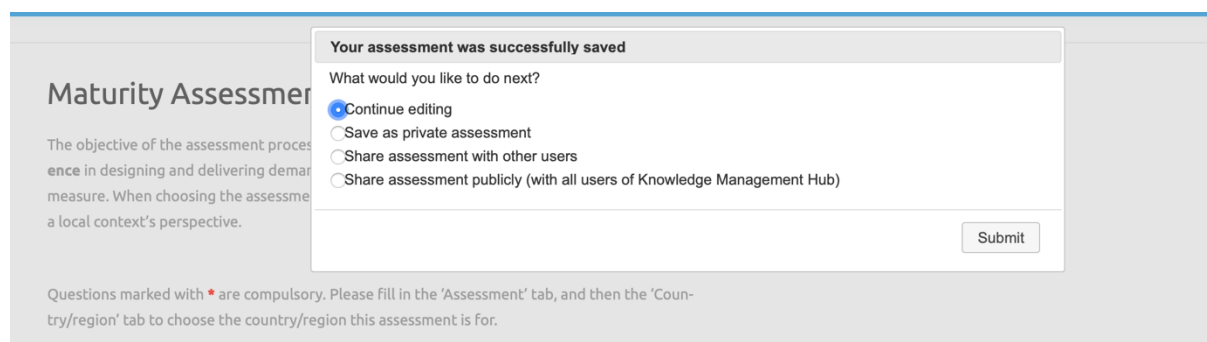
Test



If you decide to save the questionnaire at the end of questionnaire, a pop-up window with 4 options will appear:

- Continue editing
- Save as private assessment
- Share with other users
- Share assessment publicly (with all users of the SCIROCCO Exchange tool)

It is recommended to first save the assessment as a private assessment and then to select share with other users (see Section 7 on how to share the assessment).



Your assessment was successfully saved

What would you like to do next?

☒ Continue editing

☐ Save as private assessment

☐ Share assessment with other users

☐ Share assessment publicly (with all users of Knowledge Management Hub)

Submit

Maturity Assessment

The objective of the assessment process is to assess the maturity of the organisation in designing and delivering demand-driven approaches. When choosing the assessment, you are asked to provide a local context's perspective.

Questions marked with * are compulsory. Please fill in the 'Assessment' tab, and then the 'Country/region' tab to choose the country/region this assessment is for.

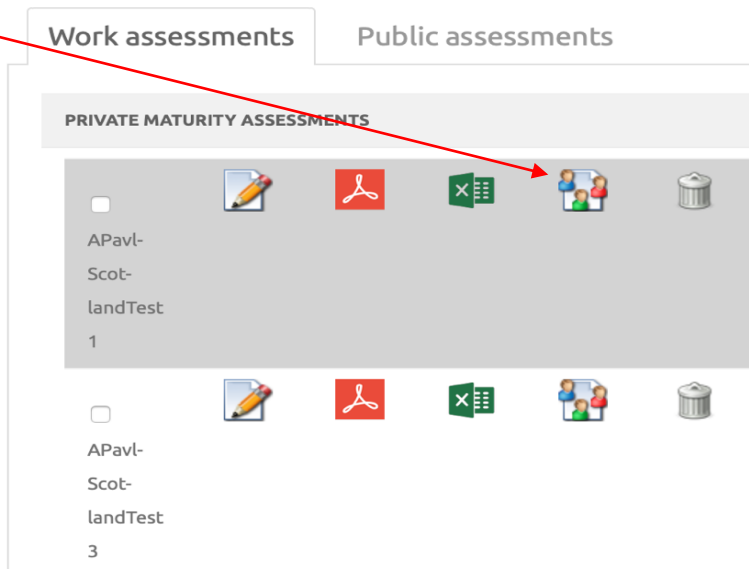
5. Outcome of the Assessment

Once you have completed all 12 dimensions, your scores will be visualised in form of a spider diagram.



6. Sharing the Assessment

Once the assessment is successfully saved as a private assessment; this assessment will appear as **work / private assessments** with an option to **further edit the assessment, download as pdf or excel file, share** or **remove**.



When clicking on the button “**people**”/share, the share assessment page will appear where you can indicate who you want to share the assessment with. There is an option to share the assessment with:

- **Individual users** – by entering an email address, you can share the assessment with other users.
- **All users of SCIROCCO Exchange Tool.**

For the purposes of SCIROCCO Exchange project, please select the first option (share with individual users) and send it to Andrea Pavlickova using the following email address: andreapavlickova@nhs.net.

Share Assessment

If you are the editor of an assessment, this page allows you to:

- Share your assessment with somebody else who has an account, by providing the person's email address and choosing whether he/she will be a viewer or editor of the assessment. You can later decide to change the person's role, or even un-share the assessment with the person.
- Share your assessment publicly with all users, for viewing only (i.e. they will not be able to edit it). You can later decide to remove the public sharing of your assessment.

Users who share assessment APavlScotlandTest 1

USER	ROLE
andreapavlickova@nhs.net (you)	Editor, originator

The assessment is not currently shared with other users











Please indicate the email address of ONE (other) user whom you would like to share the assessment with:

 ☒ viewer ☐ editor

Once the sharing is successful, the following page appears, and your shared assessment(s) will be shown next to your private maturity assessment(s). This indicates that **the process is completed**.

New private maturity assessment

Work assessments Public assessments

PRIVATE MATURITY ASSESSMENTS	SHARED MATURITY ASSESSMENTS
<div> <input type="checkbox"/>      </div> <div> APavl Scot- landT est 1 </div>	<div> <input type="checkbox"/>      </div> <div> DHend Scot- land- Test 2 </div>