



Report on the Online Exchange of

Information Tool (D.I.2)

19th December 2022









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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 evaluation process within the Online Exchange of Information Tool (OEIT). This guide will indicate how each HCP member of the ERN can access their own project on the platform, to evidence each measurable element and complete the self-evaluation. In addition, other utilities of the OEIT will be explained, 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 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.

ACSA

ERN - Assessment Tool



Figure 1: Home page for the log in.

In addition, the Evaluation Manual and the Evaluation Technical Toolbox, 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 Figure 2) to have a view of the evaluation projects to which each user has access to.

ERN - Asses User: Demo HP	sment Tool	Eval. Projects Asse. Projects	ACSA International	Funded by the Health Programme of the European Union
Home	Projects Listing of Assessment Projects String of Evaluation Projects Communication Area You have 0 unread messages		25/11/2022 9.29.43 CET [My messages v] (My messages v) (My messages which I am the addressee)	

Figure 2: Link to the list of evaluation projects.

4. HCP and ERN self-evaluation

A specific project has been created for the evaluation of each ERN and each HCP. The Evaluation Projects List (shown in Figure 3) 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., 2022/002_DEMO).





ISERN - A	Asse	ssment	ТооІ							Ì	ACSA Internation	al	Funded the He of the	d by alth Programm European Unit	me on
					Ev	ral. Pr	rojects Ass	e. Projects						P	â
rojects															
isting of E	valuatio	on Projects 1 project has been	found [Showing from 1 to 1]								[Excel	P	Print 🔍	Sea
isting of E	Dossier	1 project has been Network	found [Showing from 1 to 1]	Operational	Country	CZ /	Assessmen	Applicat & Self-ev	ion form		[Evaluation	P	Print 🔍	Sea
isting of E	Dossier	n Projects 1 project has been Network	found [Showing from 1 to 1] Project	Operational Criteria	Country	CZ /	Assessmen project	Applicat & Self-ev PDF	ion form raluation Scored	Assessors	Scored Documer	Evaluation	Preliminary Report	Print Q	Set Ri I

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

Once in the evaluation project, HCPs and ERNs representatives must fulfill the selfevaluation. It should reflect on the activities carried out during the first five years (2017 until December 2021) to check to which extent the objectives have been achieved.

The self-evaluation consists of:

- A. Form to answer specific questions for the identification of the ERN/HCP, its area of expertise and stakeholders involved among others.
- B. Criteria and measurable elements with the scoring options (in its "Comments" section, the corresponding evidence or explanations deem appropriate can be added).
- C. Section "Evidence" to incorporate the references that show compliance with each measurable element (documents such as financial plan, description of mechanisms used in the ERN, list of results, guidelines used, etc.).

4.1. Self-evaluation Form

In this section, the requested documents shall be downloaded, completed and attached to allow the collection of information necessary for the self-evaluation.

Step 1. to complete the Self-evaluation form, go to:

Project Menu >>Project stages >>Self-evaluation >>Self-evaluation Form (Figure 4)

Projects >> Project >> Info	mation								
Project menu	Project Information	ret Information Activation 1							
 Information 	Project Details								
Project management Project leaders	Project Code: ERN Code:	Project Name:	2	Operational Criteria:	(*) Active				
Resources Communication Area	Process Stage:	Project Status: In process		Project Type:	(*) Demo				
<u>Contacts</u> Virtual folder	Project leaders								
Internal folder	Chief Executive Officer		Network Coordinator						
Actions Network Man	Healthcare Provider Representative		Assessment Coordinator	•					
Project stages	t			e					
Self-evaluation Self-evaluation form	Substitute Healthcare Provider Representative								
Information									
 Reports and listings 	Assessment Project								

Figure 4: Self-evaluation form.





Step 2. On this screen (Figure 5), the steps to follow to complete this section are indicated:

- I. Download the file with the template.
- II. Fill out and save the template on your computer.
- III. Upload the file with the completed template.

s	elf-evaluation form		
	 Step 1. Download the file with the template. Step 2. Fill out and save the template on your computer. Step 3. Upload the file with the completed template. 		
	Step 1	Step 2	Step 3
•	Self evaluation of the healthcare providers: general information 82,32 Kb Download		[Upload]

Figure 5: Steps to follow for the self-evaluation.

Step 3. Once the document(s) have been attached, the sphere on the left will turn from red to green.

4.2. Self-evaluation of Operational Criteria

Step 1. To complete the **measurable elements**: go to Project Menu>>Self-evaluation>>Information. As shown in Figure 6.

									1	
Projects >> Project 2022/002_DEMO	D >> Information				[2022/002_	DEMO] - [DEMO -	Network -	Enfermedad	es neuromuscular	
Project menu 2022/002_DEMO	Project Information	\geq								
a Information	Project Details									
	Project Code: 2022/002_DEMO	ERN Code:		Project Name: DEMO - Hospital Univer	sitario Virgen del Rocío		Q		Operational Criteria Healthcare Provid	
Resources	Process Stage:			Project Status:					Project Type:	
<u>Communication Area</u>	Self-evaluation (Document Review	N)		In process	∠				Evaluation	
<u>Virtual folder</u>	Project leaders									
	Chief Executive Officer					Network Coord	dinator			
						Dellio Erin				
Project stages Solf evaluation	Healthcare Provider Representati	ve	,			Evaluation Co	ordinator			
 Self-evaluation form 										
Information	Assessment Project									
 <u>Reports and listings</u> 	Project Code:									
	2016/002				<u></u>					
	Project Name									
	DEMO - Hospital Universitario Vi	rgen del Rocío								
	Network									
	Network's Name:									
	DEMO - Network - Enfermedade	s neuromusculares raras			<u></u>					

Figure 6: "Information" section of the self-evaluation.





Step 2. Once in the form, different screens with each measurable element will appear. Click on "**Add a comment**" (Figure 7), and 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.

Projects >> Self	evaluation
Finish self-evaluation	1 - PATIENT CENTRED CARE 1.1. The HCP Isam has implemented strategies to ensure that care is patient care in the target is the target in the target is the target in target in the target in target in the target in the target in target in the target in targ
1 0 38 0 % 0 2 0 20 0 % 0 3 0 22 0 % 0 4 0 14 0 % 0 5 0 18 0 % 0 6 0 8 0 % 0 7 0 8 0 % 0 0 128 0 % 0	Measure 1.1.1 Q Find. D Pint
Paparte 8 Listings	The HCP team provides patients and/or their families with written information about the facility, the organisation, and its specific area of expertise.
REPORTS V	Evidences:
Requirements for close	Specific written information provided to the patients. Venify during the visit (infinite/insta) in the session with discharged patients and outpatients.
Cet scored 100% of ME (actual percentage: 0%)	Scoring guide:
Set a score of 1 of 2 in 90% of core ME (actual perceptage: 0b)	0 The HCP item does not provide evidence about the information it provides.
X Get an average score at	1: The HCP isam provides evidence, but 1 or 2 of the required elements are missing (facility, organisation, or specific area of expertise).
possible score in the group of core ME (actual	2 The HUP Hear provides evidence, and it contains the 3 required elements (stocility, organization or specific area and expension).
percentage: 0%)	Not scored 0. No activity / Not Developed 1. Partially Developed 2. Fully Developed
	(*) Connexts (i)
	No comments have been recorded.
	Supporting documentation (0/1)
	Specific written information provided to the patients [<u>Allach new document</u>]

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

2 12022/002_DEIVIC	D] New measure comment 1.1.1 (ERN Assessment Tool) - Perfil 1: Microsoft Edge		0	
https://ww	w.ern-assessment.com/autoevaluaciones.positivas.asp?idpry=1685&idaut=1680&idest=117		Aø	aa
Comments				
1.1.1	The HCP team provides patients and/or their families with written information about the facility, th and its specific area of expertise.	he orga	anisation,	
Comments	Fields with an a	sterisk	are requir	red
*) Description:				
- Files attached to	the comment		*	
Files attached to	the comment-		4	

Figure 8: Pop-up window to add a comment.





Step 3. When supporting documentation is required, it will appear the **"Supporting documentation**" section. Click on **"Attach new document**" to add the required document (Figure 9).

Finish self-evaluation Criteria Score Possible %	1.1 - The ERN has established a clearly defined governance framework that ensures appropriate f ∨ 1.1.1 - [CORE] The structure and the implementation of the rules of procedure of the ERN's coordi ∨	
1 30 0 0 2 0 10 0 3 0 2 0 5 0 12 0 5 0 12 0 0 12 0 10 0 12 0 10 0 12 0 10 0 12 0 10 0 12 0 10 0 12 0 10 0 12 0 10 0 12 0 10 0 12 0 10 0 12 0 10 0 12 0 10 0 10 0 10 0 10 0 10 0 10 0 10 0 10 0 10 0 0 10 0 0 0 10 0 0 0 0 0 <th>Supporting documentation file (BN Assessment Tool) - Trabajo: Microsoft Edge</th> <th>Corporation of new Members.</th>	Supporting documentation file (BN Assessment Tool) - Trabajo: Microsoft Edge	Corporation of new Members.
Comments (0) Eupporting documentation (0/1) Rules of procedure	No comments have been recorded	Add a commant

Figure 9: Supporting documentation section.

Step 4. Once it has been completed the description and uploaded the evidence (when required), **select the rating box** that best describes the current compliance with the measure (the scoring guidelines can be found by clicking on the character "?" for ERNs or directly as "**Scoring guide**" for HCPs). Then click "**Save**". These steps are shown set forth in Figure 10a/10b respectively.

Finish self-evaluation	1 - GOVERNANCE AND COORDINATION	/leasures scor	e in self-eval	uation	
1 0 30 0% (S) 2 0 18 0% (S)	Measure 1.1.1	The measures s	cores in a self-ev	raluation are:	Q Find 🖴 Print
3 0 6 0% (0 4 0 12 0% (0 5 0 14 0% (0	(00)	PTE	Not scored	The rating is pending	
g 0 14 0 % 0 6 0 12 0 % 0 7 0 12 0 % 0 0 104 0 % 0	Core	0	No activity / Not Developed	This rating is used when there is no action plan in place or there is insufficient evidence to support compliance. This rating may also be used when the practice is not developed in any of the Healthcare Providers of the Network (if applicable) is a support of the Network (if applicable	
Reports & Listings	Evidences:		Partially	This rating is used when there is an action plan in place or there is some evidence to support compliance. This rating may also be used	
Requirements for close	 a) Structure: Describe the governance of the ER roles of governing bodies) 	1	Developed	when the practice is developed by some of the Healthcare Providers of the Network (if applicable)	
 Get scored 100% of ME (actual percentage: 0%) 	b) Reflect whether the current governance is app	2	Fully	This rating is used when there is sufficient evidence to support	
 Get a score of 1 or 2 in 90% of core ME (actual percentage: 0%) 	c) Rules of procedure (may have different name	2	Developed	developed	
 Get an average score at least 70% of the highest possible score in the group of core ME (actual percentage: 0%) 	No	ot scored 0. N	No activity / Not Develop	ed 1. Partially Developed 2. Fully Developed	
	(*) Comments (1)				Add a comment
	L				
	Supporting documentation (1/1)				
	Rules of procedure	[Attach new 2,63	document] Mb.		8

Figure 10a: Process of scoring each measurable element in ERNs.





Report on the OEIT (D I. 2)

A Crite	Finish self-ev ria Score Possible	aluation %	1 - PATIENT CENTRED CARE 1.1. The HCP team has implemented strategies to ensure that care is patient-centred, and that pa v 1.1.1 [CORE] The HCP team provides patients and/or their families with written information about v	
1 2 3 4 5 6 7	0 38 0 20 0 22 0 14 0 18 0 8 0 8 0 128	0 % (S) 0 % (S) 0 % (S) 0 % (S) 0 % (S) 0 % (S) 0 % (S)	Measure 1.1.1 Q	Eind
Repo Common	orts & Listing REPORTS	s v close	The HCP team provides patients and/or their families with written information about the facility, the organisation, and its specific area of expertise. Evidences: Specific written information provided to the patients. Verify during the visit (online/constle) in the session with discharged patients and outpatients.	
××××	Get scored 1009 (actual percenta Get a score of 1 90% of core ME percentage: 0% Get an average least 70% of the possible score in group of core M	% of ME ge: 0%) or 2 in (actual) score at highest hthe E (actual	Scoring guide: 0 0. The HCP leam does not provide evidence about the information it provides. 1. 1. The HCP leam provides evidence, but 1 or 2 of the required elements are missing (facility, organisation, or specific area of expertise). 2. The HCP team provides evidence, and it contains the 3 required elements (facility, organisation or specific area and expertise).	
	percentage: 0%		Not scored 0. No activity / Not Developed 1. Partially Developed 2. Fully Developed Save	

Figure 10b: Process of scoring each measurable element in HCPs.

Step 5. To continue with the self-evaluation, select the next **criterion** (i.e., 1.2) and the **measure** (i.e., 1.2.1), as shown in Figure 11.

ERN - Assessment Tool Jser: Demo HP	ACSA International Communication
Project 3>> Project 2022/002_OEMQ >> Self-evaluation Finish self-evaluation 1 - PATIENT CENTRED CARE Criteria	2022/002_DEMO] - [DEMO - Network - Enfermedades neuromusculares raras] - [DEMO - Hospital Universitario Virgen del Roc 1.2 - The HCP team provides educational activities for patients and their families with the aim of in v 1.2.1 - [CCRE] Patient and family educational needs are addressed in a defined process.
Score Possible % 1 2 38 5% 0 2 0 20 0% 0 3 0 22 0% 0 4 0 14 0% 0 5 0 16 0% 0 7 0 8 0% 0 2 128 2% Core	1.2.2 • Education activities are recorded in the medical record. Q. <u>Find</u> Ph.

Figure 11: Selection of the next criterion and its measure.





Step 6. Before finalizing the self-evaluation, make sure that the "**requirements for close**" are met (bottom left of the screen, Figure 13). Once all the information is completed, **finish the self-evaluation** by clicking the top left button.

Crit	eria			
	Score	Possible	%	
<u>1</u>	1	38	3 %	0
<u>2</u>	0	20	0 %	0
<u>3</u>	0	22	0 %	0
<u>4</u>	0	14	0 %	0
<u>5</u>	0	18	0 %	0
<u>6</u>	0	8	0 %	0
<u>7</u>	0	8	0 %	0
	1	128	1 %	

In the top left box labeled as "Criteria", Figure 2, the following information can be found:

1. Track of the average number of scores for each criterion.

2. The maximum possible score in total for each criterion.

3. In addition to the percentage to which that score would be equivalent.



enn:
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iment

Figure 13: Button for finishing the self-evaluation and the requirements for closure.





5. Network Coordinator acknowledgement

Each HCP must complete their own self-evaluation through the OEIT, and it is the Network Coordinator's responsibility to submit their ERN self-evaluation, as well as to ensure that all Members to be 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**.

As previously said, the ERNs self-evaluation process will be the same as for the HCPs (See section 4: HCP and ERN self-evaluation). It is accessed by clicking on the project code (Figure 14), which in this case, will include the operational criteria for the ERN.

	ERN - As User: (ssessment	ТооІ								ACSA Interna	ational	*** F	unded by le Health Pi f the Europ	rogramme lean Union
							Eval.	Projects Asse. Pr	ojects		Asse	essments	Mair	itenance	☆ 🖉 🍙 🕾
	Projects														
	inting of Eur	Justian Designts	ר												
	Isting of Eva	aluation Projects												Defect	C Court
	Maturali	606	projects have been found [Showing from 1 to 15]				0.00	-tria-						Prime	Search
	Network	🗙	Healthcare Provider	🗙			All	inutes				Yes (864) 🗸 🛄		
	Operational Criteri	ia	Assessment Coordinator				Ass	essors			_	Evalu	ation type		_
	All States 2	×	Al	×			[All	luation phase [7]		~		All	ct types [2]	~]
	Others	✓ ×	All V						♥			Evalu	iation (864) V	·	
	Code	Dossier Network	Project	Operational	Country	CZ	Assessment	Self-evaluation			E	evaluation			Result
]]	Criteria			project	Scored	Assessors	Scored	Document review	Audit date	Preliminar Report	y Draft Report	Einal Report
Ć	2022/001_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Network - Enfermedades neuromusculares raras	ERN	Spain	-	2016/001	1/52		0/52	In progress		凶	臣	-
	2022/002_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Hospital Universitario Virgen del Rocio	HP	Spain	-	2016/002	1/64		0/64	In progress	Not established	臣	臣	
	2022/003_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Centro Hospitalar do Porto, EPE	HP	Portugal	-	2016/003	0/64	-	0/64	In progress		凶	臣	-
	2022/004_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Hospital Clínico Universitario de Valladolid	HP	Spain		2016/004						臣		
	2022/005_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Centro Hospitalar do Porto, EPE	HP	Portugal		2018/001	0/64		0/64	In progress		内	臣	
	2022/006_DEMO	DEMO - Network - Enfermedades neuromusculares raras	DEMO - Hospital Clínico Universitario de Valladolid	HP	Spain		2018/002	0/64		0/64	In progress	Not established	臣	臣	

Figure 14: Listing of Evaluation Projects view





In addition to the self-evaluation, the Coordinating Member of the Network has to acknowledge the submission of the self-evaluation projects of the Network. This can be found in the project menu, as a subcategory of the "Self-evaluation" (Figure 15).

ser: Demo ERN		Eval. Projects Asse. Projects Project menu Commun	ternational of the European Union
ojects >> Project 2022/001_DEM	D >> Information	[2022/001_DEMO	- [DEMO - Network - Enfermedades neuromusculares raras]
Project menu 2022/001_DEMO	Project Information		
Information.	Project Details		
Information Resources • Communication Area • Virtual folder Project stages • Self-evaluation • Information • Chicoularionemation • Records and Istings	Project Code: ERN Code: 2022/001_DEMO Process Stage: Self-evaluation (Document Review) Project leaders Network Coordinator Demo ERN Evaluation Coordinator	Project Name: DEMO - Network - Enfermedades neuromusculares raras Project Status: In process	Operational Criteria: European Reference Network Project Type: Evaluation
	Assessment Project		
	Project Code: 2016/001		
	Project Name DEMO - Network - Enfermediades neuromusculares raras		

Figure 15: Acknowledgement position in the index

Once you click on "Acknowledgement" section, the screen displays the status of the selfevaluation of all members. To acknowledge the submission of the self-evaluation of a specific member, click on "accept" box, Figure 16. In order to acknowledge the submission of each self-evaluation, 100% of the measurable elements must be completed and scored.

ERN - Assessn User: Demo ERN	nen	t Tool					AC	SA rnational	Funded by the Health Programme of the European Union
					Eval. Projects	Asse. Projects Proje	ct menu Communicat	ion	
Provectos >> Proyecto 2022/001_DB	MO >>	Acknowledgement				0	2022/001_DEMO] -	[DEMO - Network - Enferm	iedades neuromusculares rai
Project menu 2022/001_DEMO	Ackn	owledgement							
Information	Projec	t Details							
<u>Resources</u> <u>Communication Area</u>	Project 2022/	Code: 001_DEMO	ERN Code: Pro	ject Name: MO - Network - Enfermedades neuromusculares raras			Operational Criter European Refere	ia: ince Network	
Virtual folder	Proce	ss Stage: valuation (Documer	Proj	ject Status:	Project Type:				
 <u>Project stages</u> Self-evaluation 	Self-evaluation		process	Evaluation					
 Self-evaluation form 	nealu	icare Providers (b)	1						
 Acknowledgement 			Network	Name of the Network Coordinator	Member State	% Total measures	% Core measures	Self-evaluation end date	Acknowledgement
 Reports and listings 		Code	Name						Accepted
		2022/001_DEMO	DEMO - Network - Enfermedades neuromusculares raras	Demo ERN	Spain	1%	3%	-	Accept
			Healthcare Provider	Name of the Healthcare Provider Representative	Member State	% Total measures	% Core measures	Self-evaluation end date	Acknowledgement
		Code	Name						Accepted
	*	2022/005_DEMO	DEMO - Centro Hospitalar do Porto, EPE		Portugal	-	-	-	Accept
		2022/003_DEMO	DEMO - Centro Hospitalar do Porto, EPE		Portugal	196			Accept
	*	2022/006_DEMO	DEMO - Hospital Clínico Universitario de Valladolid		Spain		-		Accept
		2022/004_DEMO	DEMO - Hospital Clínico Universitario de Valladolid		Spain	•	-	-	Accept
		2022/002_DEMO	DEMO - Hospital Universitario Virgen del Rocío	Demo HP	Spain	196	3%		Accent

Figure 16: Acknowledgement "Accept" button





6. Reports and Listings

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

In Figure 17 it is shown how to reach the reports and listings. It can be accessed through the self-evaluation screen or through the project menu.



Figure 17: Route to Reports & Listings and their categories.





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	Туре
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	Туре
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 Figure 18 how to get to this area, either directly through the "Home Page" or by going to: Project menu >> Resources >> **Communication area** (Figure).

		LTu. Trojeci	a saac ridjeca ridjece mena Commu					
rojects >> Project 2022/002_DEM0	D >> Information	[2022/002_DEMO] - [DEMO) - Network - Enfermedades neuromuscu	ulares raras] - [DEMO - Hosp	ital Universitario Virgen del Roci			
Project menu 2022/002_DEMO	Project Information							
Information	Project Details							
Resources	Project Code: ERN Code: 2022/002_DEMO	Project Name: DEMO - Hospital U	Jniversitario Virgen del Rocío	Operational Criteria Healthcare Provide				
<u>Virtual folder</u> Project stages	Process Stage: Self-evaluation (Document Review)	Project Status: In process		Project Type: Evaluation				
Self-evaluation Information	Project leaders							
 Reports and listings 	Chief Executive Officer		Network Coordinator Demo ERN		t			
	Healthcare Provider Representative Demo HP	ŧ	Evaluation Coordinator					
	Assessment Project							
	Project Code: 2016/002			a				
	Project Name DEMO - Hospital Universitario Virgen del Ro	cío						
	Network							
	Network's Name: DEMO - Network - Enfermedades neuromus	culares raras						
	Network's Area of Expertise Enfermedades neuromusculares raras							
	Healthcare Provider							
	Name of the Institution: DEMO - Hospital Universitario Virgen del Ro	cío						
	Country:							
	Cenie							

Figure 18: Access to the "Communications area".





ser: Demo HP	ACSA International International
	Eval. Projects Asse. Projects Project menu Communication
rojects >> Project 2022/002_DEMO >> Communication Area	[2022/002_DEMO] - [DEMO - Network - Enfermedades neuromusculares raras] - [DEMO - Hospital Universitario Virgen de
📲 Project messages 🛐 New message Search	in All messages 🗸 - 🗸 of the project 🔂 Search
Communication Area	
the Communication Area, the Agency and the users who participate in the protocess.	cess can exchange messages and files freely. It can be used at any time to post messages and files that will be available to all the professionals who work in
the Communication Area, the Agency and the users who participate in the proc ocess.	cess can exchange messages and files freely. It can be used at any time to post messages and files that will be available to all the professionals who work in
the Communication Area, the Agency and the users who participate in the process.	cess can exchange messages and files freely. It can be used at any time to post messages and files that will be available to all the professionals who work in

Figure 19: 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 20).

Project messages New message ew message in 2022/002 DEMO	search in [All messages V	of the project	Search	omusculares rarasj - Luchiu - nospital Universitano virgen del k
(1) Author: Demo HP (1) Subject: (1) Message:					Send warning email to: Demo ERN Network Coordinator
Attached files (If you want to attach a file to the message, pleas There are no attached files	e click or		Andalusian Agener https://www Attach documer Please, add a d The maximum Please, attach N Elegiarative N The maximum Press Browel The full path (in The full path (in) the ful	y for Healthcare Quality w.em-assessment.co It escriptive name for the ength for the file name it he file from your compo to he safeticcondo nim file size is 20 Mb. to attach a file. file name length is 100 oct including file name) canno	in (ERN Assessment Tool) - Perfil 1: Micro – com/ficheros.adjuntar.asp?tdpry=1685&idms=&cori A th (*) Fields with an asterisk are required e document: is 100 characters. primer: primer: bit of characters. characters. characters. characters. Common Common C

Figure 20: 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.

Proje	ct menu 2022/002_DEMC
e Inf	ormation
•	ormation
 <u>Re</u> 	sources
0	Communication Area
0	Virtual folder
• Pr	oject stages
0	Self-evaluation
	Information
	Reports and listings

Figure 21: Project menu index.

The virtual folder can be accessed from the project menu (Figure 21).

Once the virtual folder has been accessed, the list of documents contained in this virtual space is displayed. It is shown in the Figure 22.



Figure 22: Virtual folder section.

