Recommended AROC Data Collection Process

1. Preparation to Collect AROC Data
   - AROC Membership Form
   - FIM training/credentialing
   - AROC dataset training

2. Data Collection Form
   - Start with AROC proforma
   - Modify to suit Unit’s processes
   - Submit to Forms Committee for Approval
   - Include in Medical Record

3. Data Collection Process 1
   - Rehab team discussion
   - Allocate responsibility for each data item
     (eg. demographic items – admin staff, impairment code – rehab physician, clinical items – allied health team)

4. Data Collection Process 2
   - Use case conference to facilitate data collection directly onto data collection form in medical record,
     (especially clinical data items like suspension days, co-morbidities, complications, leave days, relevant dates, FIM scores, etc)

5. Establish AROC Resource Folder
   - Keep in location easily accessible by rehab team members. Include in it:
     - AROC Impairment Codes and the associated Coding Guidelines,
     - Suspensions Explained,
     - the AROC dataset and data dictionary
     - copies of relevant dataset training slides

6. Data Submission
   - Submit AROC Online Services (AOS) user name/password request
   - Allocate responsibility to extract and submit AROC data (usually data entry person)

7. Data Entry
   - Use AROC dataset compliant software (ie SNAPshot, Synaptix (NSW) HBCIS (Qld)
   - Provide training for data entry person
   - DO NOT require data entry person to make clinical decisions

FIM Credentialing
- Allocate FIM champion
- Key FIM contact for AROC
- Responsible to ensure unit staff maintain training and credentialing status

Benchmarking Reports
- Allocate responsibility to distribute (widely)
  - Use as part of quality plan
  - Use in team planning days (process review and optimisation; patient and/or unit level outcome target setting)

Formal Multi-Disciplinary Rehab Plan Document
- Part of medical record
- Use to document rehab plan, goals, and progress against these during the episode
AROC Website Resource Links

Available on AROC website: www.aroc.org.au

- AROC Inpatient Clinical Data Set –

- AROC data collection forms –
  https://apps.ahsri.uow.edu.au/confluence/display/AD/Data+Collection+Forms

- AROC Data Dictionary –
  https://apps.ahsri.uow.edu.au/confluence/display/AD/AROC+Data+Dictionaries

- Impairment Codes and Coding Guidelines –

- ACHS Rehabilitation Medicine Clinical Indicators (version 6) –