Invitation links & Tagging

# Aims:



- What are the different types of 'tags' on Care Opinion
- What's the difference with 'Subscriber Tagging' and why would I want to add tags to stories
- Searching, sharing & reporting on Tags
- Tags and invitation links How they work together
- How to create and share an invitation link

#### Quick summary (optional)



**Help**: Add some keywords to say what was good, and what could be improved. How did you feel about the services you used?

What was good?	What could be improved?	How did you feel?		
One or two words at a time	One or two words at a time	One or two words at a time		
• Next step or, go back				



The words you add will help other people to find your story.

## "The human touch was not lost "

#### **STORY HAS A RESPONSE**



This story has had a response

C<sub>1</sub>

About: New Victoria Hospital / Day surgery

#### Posted by Spuege (as a service user ), last month

I would like to thank the nurses and medical staff who looked after pre, post and during my spinal block injection.

All were friendly and up beat.

I was made to feel secure in the knowledge that even in these strange times , the human touch was not lost and that the staff were able to give reassurance and support with kindness and humour.

Many, many thanks.

More about:

day surgery

injection

surgery spinal

Only members of your subscription can see these tags:

co-great

 $\triangle$  Alert me to further responses to this story

#### Story summary What's good? What could be improved? friendly humour kindness nursing team reassurance staff staff attitude Feelings: thank you cared for supported valued

## Activity

## Why would I want to add tags to stories?

Other tags on stories are added by the author. You might want to group stories differently.

Some examples, you might want to:-

- **Identify** stories relating to a compliment types
- Group stories together in a way which may not be defined on Care Opinion, eg "facilities", "domestic staff";
- Find and count stories according to a set of quality standards your organisation defines eg "person-centred";
- **Gather** stories for a research project which requires a set of stories about a given issue eg "communication"
- **Highlight** stories for use in training & education which you want students/staff to read and discuss, eg "attitude & behaviour"

# Why would I want to add tags to stories? Example:

Northern Ireland regional compliments group headings:

Quality of Treatment & Care
 Staff Attitude & Behaviour
 Information & Communication
 Environment
 Other

These can be created as subscriber tags – e.g. "compliment treatment and care", "compliment staff". This can be visible to people on your subscription only Private (visible to me)

Shared in my subscription

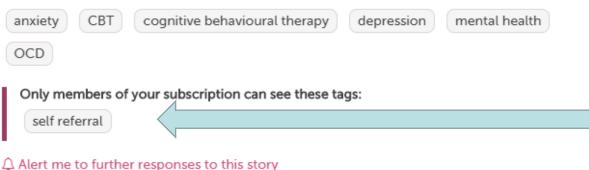
# Tags can have different visibility

Public

# Subscriber Tags appear under the story when logged in

I'm not saying it's a miracle cure. You have to work hard to put the tools into practice but it's improved my life a thousand times over. I'd tried medication, counselling, alternative therapies etc but nothing worked for me. I wish I'd tried Cognitive Behavioural Therapy years ago and I'll recommend it to anyone suffering with any of these mental conditions. I can't thank Harpreet and the Ealing IAPT enough. I was always treated with respect and she never made me feel silly or inadequate because of my issues. I wish her nothing but the best for the future. Thank you.

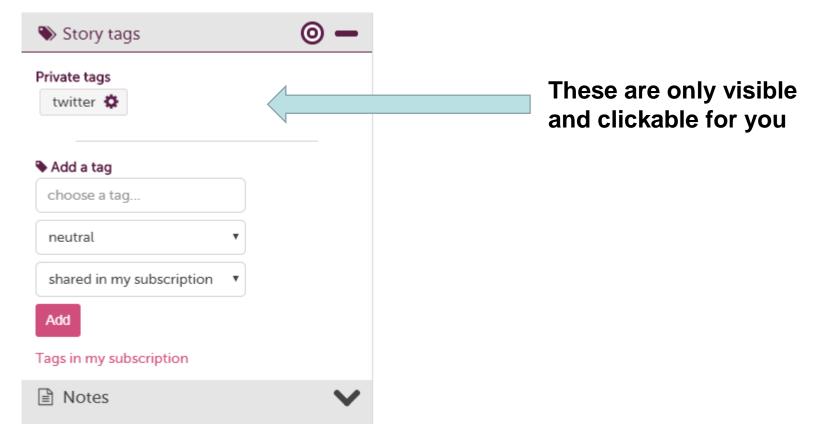
#### More about:



Anyone in your organisation can see these and click them



# Private Tags appear in the drawer (menu on the left) when logged in



# How to add a tag

- Make sure you are logged in
- Go to the story you want to tag
- Go to the Drawer and click "story tags"
- In the first box write your tag name (existing or new)
- In second box; is it neutral, +ve or -ve
- In the third box you choose who sees the tag

Note: Story tags	-
Add a tag	
choose a tag	
neutral	•
shared in my subscription	•
Add	
Tags in my subscription	

# Or batch add tags

PYour search	Explore tags related to: domestic							
Vour current search								
Filtered by your subscription Latest stories Latest responses Latest changes								
Stories tagged with		est changes						
🕨 domestic (any)	<ul> <li>Story</li> </ul>	<ul> <li>Progress</li> </ul>	<ul> <li>Activity</li> </ul>					
Add a search term	"Exceptionally professional"	STORY HAS A RESPONSE	Response 7 months ago					
Story search options	About: Victoria Hospital / Accident & Emergence & orthopaedics	cy and Victoria Hospital / Trauma						
Response search options	"In debt to the Phenomenal Cardiac	STORY HAS A RESPONSE	Response 9					
<u>Create in your subscription</u>	team"		months ago					
Save search	About: Royal Hospital for Children (Glasgow) /	Cardiology						
Create alert	"Mental health awareness"	STORY HAS A RESPONSE	Response 13					
Create report	inchar nearth awareness		months ago					
Create visualisation	About: Borders General Hospital / Accident & E Hospital / General Medicine	imergency and Borders General						
Create digest	"A massive thank you to all involved"	STORY HAS A RESPONSE	Response about a year and a half ago					
Tag Stories	About: Woodend General Hospital / Elective Or	rthopaedics						

Searching, Sharing and Reporting on Tags

Your search ADD/ Your current search REMOVE Filtered by your subscription Add a search term ÷. Story search options Response search options

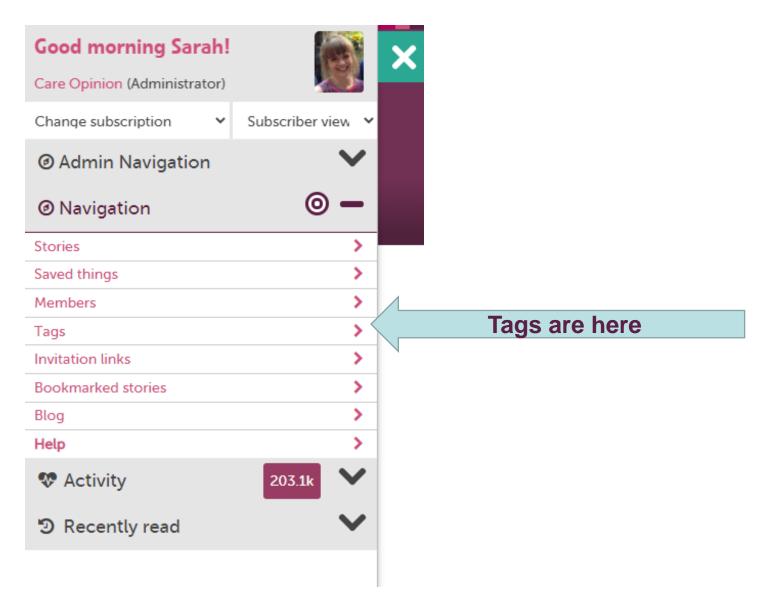
eg Leeds General Infirmary, heart surgery, dementia, S3 8EN

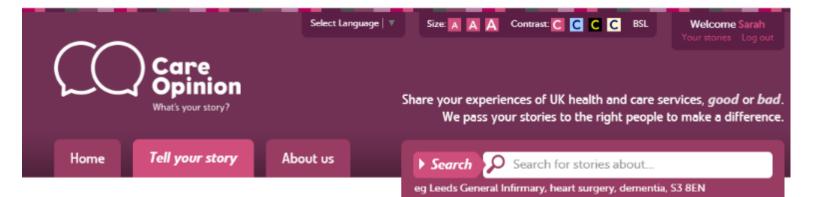


Search for stories about...

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# Find tags by going to the drawer





**Care Opinion** 

## Tags added by all members

Most story tags on Care Opinion are added by story authors or moderators. You can also add your own tags to stories to help in sharing, analysing and reporting.

Usually, you add tags to stories when you read them. Your tags can be private (to you), shared (with subscription members) or public. They can be positive, neutral or negative.

Campaign links are special invitation links you create. Use a campaign link to add tags to a new story automatically.

More about story tags

See only tags added by me

See shared/public tags added by e.g. Emma Smith

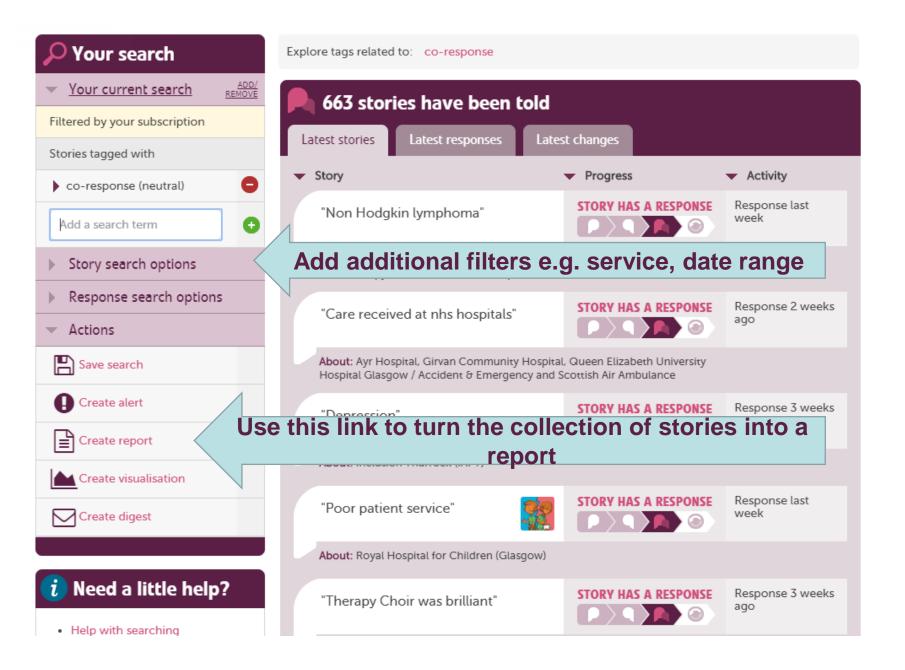
Sort by: tag name | story count

📘 127 tags							
▼ Tag	<ul> <li>Stories tagged</li> </ul>	▼ Visibility		▼ Polarity			
		Private	Shared	Public	Neutral	Positive	Negative
activities	1	0	1	0	0	1	C
advice	1	0	0	1	0	1	(
angina	1	0	0	1	1	0	k
audiology	1	0	0	1	0	1	8
( and the second sector second sector second sector second sector second sector second s	1	0	1	0	4	0	

## My tags

#### See tags used by anyone in my subscription

See shared/public tags used by e.g. Emma Smith Sort by: tag name | story count 11 tags ▼ Tag Stories Visibility Polarity V tagged Positive Private Shared Public Neutral Negative author may contact us again View stories by clicking on the choices-edit co-great numbers co-late-reply υ З co-response co-yp gp response gp-positive self referral staff feedback twitter 



# Inviting online feedback with an invitation link

The simplest way to invite people to share their experiences on Care Opinion is just to provide a link to the site.

Another way is to make an "**invitation link**" and provide that instead. They look like this <u>https://www.careopinion.org.uk/49/aah-ed</u>

### What does an invitation link do?

An invitation link allows you to:

- customise various aspects of our story-telling workflow
- easily access widget codes, kiosk links or QR codes to share with people using services
- keep track of which stories came via which invitation links, and run reports and visualisations easily

# What does an invitation link look like?

A link to share feedback using the tell your story work flow: <u>https://www.careopinion.org.uk/49/aah-ed</u>

The link can also be hyperlinked, for example: We'd love to hear your feedback

A kiosk link to share feedback: <u>https://www.careopinion.org.uk/49/aah-ed/kiosk</u>

A widget code (This embeds the story telling process on your website)

<iframe src="https://www.careopinion.org.uk/49/aah-ed/widget" width="400" height="600" allowTransparency="true" frameborder="0"></iframe>

A QR code on posters, stickers, letters







Tell us your experience of our service

#### **Mental Health for Older Adults**

### East & South

Your story matters and could help bring about positive change to meet the needs of our patients and their families.

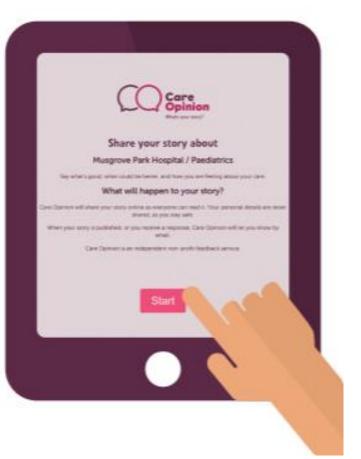
#### Scan here to share your story:



visit:

https://www.careopinion.org.uk/799/mhoa-east

or freephone: 0800 122 3135



# How can I use an invitation link?

Invitation links can be added to most correspondence that you have with patients and/or service users.

## Here are some ideas:

- Emails
- Texts appointment reminders etc
- Letters
- On staff email footers
- As a QR code on posters & leaflets
- Social Media
- On a tablet or lpad



# What are the pros of using an invitation link ?

With an invitation link you can customise the "tell your story" workflow, or direct people to the "kiosk workflow".

## Your invitation link can:

- make sure a specific health/care service is pre-selected
- add specific tags to new stories
- after a story is told, invite the author to visit your own survey or consultation too
- For English services you can add the FFT question to the kiosk work flow
- Track stories relating to a specific topic by using subscriber tagging
- Feedback focus

# What are the cons of using an invitation link?

- You need to share a specific link with people, be that via email, a message on paper or a QR code
- Stories that are *not* submitted via this link are not tracked, ie if the patient chooses to call or fill in a leaflet
- Invitation links can only be tagged to one service. E.g. The emergency department at the Northern General, to use the kiosk mode
- It may be more complicated than you need if you just want feedback for a single department/location and don't want to track the link.

# **Customising your invitation link**

## Invitation links can be customised in a number of ways:

 Add a personalised message from your service or yourself personally

#### Care Opinion says:

WE would like to hear about your recent experience of care.

#### Care Opinion says:



We would like to hear about your recent experience of care.

This invitation is from James Munro, Chief executive.

You can post feedback about any aspect of your care.

In particular, we are keen to hear feedback about **information and aftercare**.

# **Customising your invitation link**

## Invitation links can be customised in a number of ways:

Add pre-selected tags to stories

these tags will be added to stories told with this link:

communication (public)

customer service (shared)

maternity (shared)

• Link an external survey

Solution Would you be willing to give a little more feedback?

This invitation comes from Care Opinion:

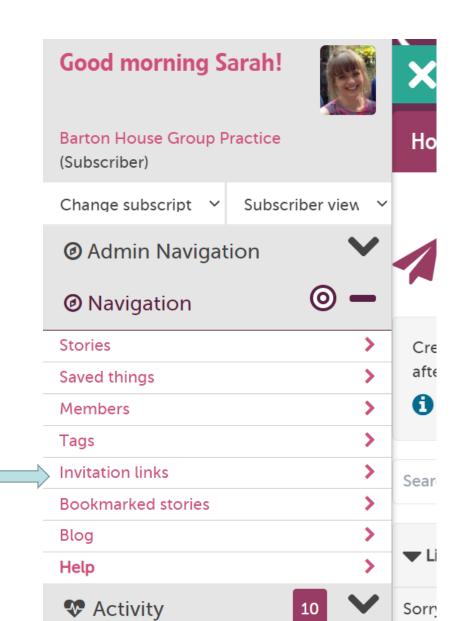
"Thank you for sharing your story about maternity care at East Surrey Hospital. If you have a moment, could you help us by completing our short maternity survey? This will take less than 5 minutes."

Accept invitation and open page in a new tab (You can still return to this page afterwards.)

# How to create an invitation Link

Example: I am a GP practice manager and I want to get feedback on our nursing services. I plan to text patients after their appointment and/or ask them to scan a QR code on the way out.

1: I need to be logged in and go to "invitation links" in the drawer



This takes me to the invite link page for my subscription. I can see if any of my colleagues have created links previously (no links in this case)

2: I need to click "new invitation link"

## Invitation links

Create an invitation link if you want to invite feedback about a specific service, automatically tag new stories, or offer your own online surv after a story is shared.

			invitation	Disa Long
 ream	more	about	invitation	TILLER

Search by link name, tag or service code	Q		+ New invitation link
▼ Link name		▼ Description ▼ Date created	Created by
Sorry, no invitation links to display			

3: I give my link a name – this will show on the end of the URL.

Note: It does not have any effect on where the stories are tagged to – this is on the next slide. The name cannot be edited after it has been shared

### 4: I give the link a description so me and my colleagues know what it is to be used for.

## New Invitation Link

#### Name

The name will be used to create the URL for the invitation. Changing this after creation will mean the old link will stop working, so choose wisely!

You can customise an invitation link after creation.

nursing-services

(between 3 and 60 characters, letters, numbers and dashes)

#### Description

The description will be shown to other members in your subscription to describe how it should be used.

This link is to ask for feedback on our nursing services (e.g asthma, Routine contraception, Cervical smear). We will test this link to patient and also put on a posting in Nursing room 1 and 2

(max 400 characters)



## nursing-services

#### 🖹 Overview

This link is to ask for feedback on our nursing services (e.g asthma, routine contraception, Cervical smear). We will text this link to patient and also put on a poster in Nursing room 1 and 2



This link doesn't have any additional actions. You can add actions to the link in the edit section below.

### Using your link

You can use your link to invite feedback via our "tell your story" page, a kiosk page, or a widget on your own site.

For each of these, find the link you need, or download a QR code, below.

Tell your story

Kiosk

Widget

5: Important! If you want the feedback to be linked to a service, In this case my GP practice, you need scroll done the page and add it in the "edit" section

### 6: click the green plus then save.

Edit
▶ Name
Description
▼ Service to receive feedback If you want a specific service to be pre-selected in the "tell your story" workflow, add it here. (The story author can still choose
other services their feedback is about.) If you want to use your invitation link in kiosk mode, adding a service is required.
Search for a service
Barton House Group Practice (Stoke Newington) (No child services)
No service will be pre-selected.

7: Still in the Edit section: I also add a subscriber tag of "nursing services" so I know the feedback is about this specially and I can also use this tag to link in feedback that has not come in via the invite link.

Description

Service to receive feedback

▼ Tags

If you want stories told with this link to have tags added automatically, add the tags here.

Your tags can be added either as public tags (everyone can see) or as shared tags (only your subscription members can see).

(up to 50 characters)	nursing services	Shared 🗸 🗙	
			🖺 Save
<ul> <li>Your survey or consultation</li> </ul>			
			X Delete invitation link

## 8: You can also add the monkey theme for children's services

Invite additional feedback	
▼ Theme	
You can select a theme to be used when this Invitation Link is used. We will be adding more themes in the future.	
Monkey 🗸 😂 Useful for children services or younger story tellers	
	🖺 Save

9: Finally, if I want to add a link to my own in-house survey at the end of the Tell your story workflow (not the kiosk workflow) I can add this here too, with a short patient facing description.

► Tags

Your survey or consultation

If you want to ask an author for additional feedback after they tell their story, add your own invitation and link.

For example, you could add an invitation to complete an online survey or respond to an online consultation.

#### Invitation text

This invitation will be shown to an author after they submit their story

Can you tell us a bit more by filling in our quick patient survey on appointment bookings? It is 3 multiple choice questions and will take 2 minutes to complete. Thank you from Sarah at Barton House.

(up to 400 characters)

#### Survey link

If the author accepts your invitation, we will direct them to this link

https://example.nhs.uk/bhappointment

(max 400 characters)

# Now you are ready to share your link

create your own material or use ours https://www.careopinion.org.uk/info/newmaterials

## 🚀 Using your link

You can use your link to invite feedback via our "tell your story" page, a kiosk page, or a widget on your own site.

**Copy link** 

For each of these, find the link you need, or download a QR code, below.

▼ Tell your story

Use this link or QR code to invite feedback via the "tell your story" page on Care Opinion.

https://www.careopinion.org.uk/2686/nursing-services

#### ▼ Kiosk

Use this link or QR code to invite feedback via a kiosk page.

A kiosk page is best when a single device, like a tablet, will be used by many people in a public setting.

Stories told via this kiosk page will be linked to Barton House Group Practice (Stoke Newington)

https://www.careopinion.org.uk/2686/nursing-services/kiosk

#### ▼ Widget

Use the embed code below to add our "tell your story" widget to your own website.

If you need to, you can adjust the width and height of the widget. (If you make it too small, it might be hard to use).

<iframe src="https://www.careopinion.org.uk/2686/nursing-services/widget" width="400" height="600"
allowTransparency="true" frameborder="0"></iframe>

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## 🚀 Using your link

You can use your link to invite feedback via our "tell your story" page, a kiosk page, or a widget on your own site.

Create QR code

For each of these, find the link you need, or download a QR code, below.

▼ Tell your story

Use this link or QR code to invite feedback via the "tell your story" page on Care Opinion.

https://www.careopinion.org.uk/2686/nursing-services

#### ▼ Kiosk

Use this link or QR code to invite feedback via a kiosk page.

A kiosk page is best when a single device, like a tablet, will be used by many people in a public setting.

Stories told via this kiosk page will be linked to Barton House Group Practice (Stoke Newington)

https://www.careopinion.org.uk/2686/nursing-services/kiosk

#### ▼ Widget

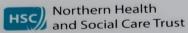
Use the embed code below to add our "tell your story" widget to your own website.

If you need to, you can adjust the width and height of the widget. (If you make it too small, it might be hard to use).

<iframe src="https://www.careopinion.org.uk/2686/nursing-services/widget" width="400" height="600"
allowTransparency="true" frameborder="0"></iframe>

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We would like to hear about your experience of Covid-19 Testing within the Northern Trust.

Please tell us:

What was good about the service?

What could we do to improve this service?

Please enter the link below into your web browser to direct you to Care Opinion.

https://www.careopinion.org.uk/share/2798/covid-testing

Or scan the following QR Code on your handheld device.



Or call Care Opinion Directly on 0800 122 3135

Your Experience Matters to Us

Care Opinion



What's your story?

## Learning Disability Transitions to Adult Services

Please tell us about your experience

It's safe and anonymous



Tell us what was good or what could have been better and get a response on the Care Opinion website – www.careopinion.org.uk



Tell us your experience of our service

#### **Mental Health for Older Adults**

### East & South

Your story matters and could help bring about positive change to meet the needs of our patients and their families.

#### Scan here to share your story:



visit:

https://www.careopinion.org.uk/799/mhoa-east

or freephone: 0800 122 3135

## See stories submitted on this link here

Invitation links / nursing-services



#### 🖹 Overview

This link is to ask for feedback on our nursing services (e.g asthma, routine contraception, Cervical smear). We will text this link to patient and also put on a poster in Nursing room 1 and 2

When this link is used:

- this service will be pre-selected for story authors: 🗹 Barton House Group Practice (Stoke Newington)
- these tags will be added to stories told with this link:

nursing services (shared)

- after an author tells their story we will offer this invitation for additional feedback:
  - Can you tell us a bit more by filling in our quick patient survey on appointment bookings? It is 3 multiple choice questions and will take 2 minutes to complete. Thank you from Sarah at Barton House.
  - using your link: C https://example.nhs.uk/bhappointment



# Some things to note

- You should not change the name of an invitation link **after** you have created it
- Be careful deleting active links. You will lose the connection between the stories
- You can use all the CO reports and visualisations on stories submitted on the link
- Help pages <u>https://www.careopinion.org.uk/info/invitation-links</u>



# Thank you