A guide to the online tool for the National Diabetes Footcare Audit (NDFA)
Before you can access the NDFA online tool you will need to register for a Single Sign On account. You can do that here 
https://login.hscic.gov.uk/Register.aspx?referrer =https%3a%2f%2fclinicalaudit.hscic.gov.uk%2f&info=https%3a%2f%2fclinicalaudit.hscic.gov.uk%3a443%2fSignIn.htm&version=4

Complete all fields

Your email address/username for this account will need to match what has been inputted on the submitted registration form for your organisation.
Log in to the NDFA online tool - https://clinicalaudit.hscic.gov.uk/
Your user name will be the email used to create your Single Sign On account.
Once in the online tool select the National Diabetes Footcare Audit (NDFA). If you are not registered for any other audits you will only see the footcare audit.
When you have selected the audit you may be redirected to this page, if so then select ‘Sign In’ at the top of the page.
To add a new patient to the online tool select ‘Add/Search for Patient Record’
Add the patient NHS number and their date of birth and then submit.

The patient record will then be created in the online tool for you to complete now or come back to at a later date.
To add a new foot ulcer episode please select ‘Add record’
The first thing you need to do is select the footcare treating service within your organisation that you are entering the data for. You can have as many treating services as needed.
Select the interval between first presentation and assessment.
Select the presenting features and the SINBAD foot Index Ulcer.
Once the information about the first assessment has been completed the record can be submitted and will be available to update at a later date.

SECTION B: OUTCOME
Note that these questions apply only to ulcer healing. Other outcomes (such as major or minor amputation) will be determined separately. The term ‘Active Ulcer’ applies to any wound including those following surgical treatment of the ulcer if they are not yet healed – and even if it is a wound higher up the leg e.g. following amputation or after surgical revascularisation. The activity or inactivity of any associated Charcot disease is not relevant to the assessment.

Lost To Follow Up (12 wk): ☐
Alive 12wk after presentation: -- Please Select --
Active Ulcer 12wk after presentation: -- Please Select --
12 Week date: 

Lost To Follow Up (24 wk): ☐
Alive 24wk after presentation: -- Please Select --
Active Ulcer 24wk after presentation: -- Please Select --
24 Week date: 

Select ‘Submit’ to save the record so far.
How to add 12 and 24 weeks assessments to a patient record in the footcare audit
To find an existing patient record in the online tool select ‘Add/Search for Patient Record’
Enter the patients NHS number and date of birth
Select ‘Edit record’ on the episode that you are entering data for. Please note that patients can have multiple episodes/ulcers that have been recorded in the footcare audit.

*A new episode is set if a patient presents with a foot ulcer having had a preceding period, however short, without any foot ulcer.*
When you go back into a patient record you will be able to see information about who created the record and when it was last updated.
If a patient has now left your treating service then you can select the lost to follow up in Section B: OUTCOME. There is lost to follow up options at both 12 and 24 weeks.
If the patient is not lost to follow up at the 12 weeks assessment please complete the fields and select ‘Update’ to save the information.
If the patient is not lost to follow up at the 24 weeks assessment please complete the fields and select ‘Update’ to save the information.
More information about the audit can be found on our webpage
http://content.digital.nhs.uk/footcare
If you have any questions then please do not hesitate to contact the NDFA team at www.ndfa.nhs.net