



Data Element Submission Tool

Quick Start Guide

Getting Started

Requesting Access

1. Send an **email** request to gravityproject@emiadvisors.net with the subject line DATA ELEMENT SUBMISSION NEW ACCOUNT REQUEST. Include the following:

- | | |
|---------------|-----------------|
| a. First Name | d. Organization |
| b. Last Name | e. Email |
| c. Title | |

You will receive an email from SDOH Form Administrator.

2. Open the Account Activation **email** received from the SDOH Form Administrator.
3. Click on the **link** provided in the email to complete your user account.

From: SDOH Form Administrator <sdoh@eval.md>

Sent: Monday, March 30, 2020 8:35 PM

To: user@max.md

Subject: Account Activation

Dear User,

Please open the following link to activate your SDOH Data Element Collection Form account:

<https://sdoh.maxmdirect.com.eval.max.md/auth/activation.php?action=Account+Activation&p=cc0a82f76c37c27d89602be542671c8c4ffd1ca45568be7c40d408c97a3f4cd6>

Your token will expire at 2020-04-02 19:34:34 CDT.

Thank you

NOTE: Take action quickly as the token will expire in **24 hours**.

Logging In

1. Once you have your user login credentials set up, use this **URL** to access the online Data Element Submission Tool:
<https://sdoh.maxmdirect.com.eval.max.md/auth/>
2. Enter your **credentials**.

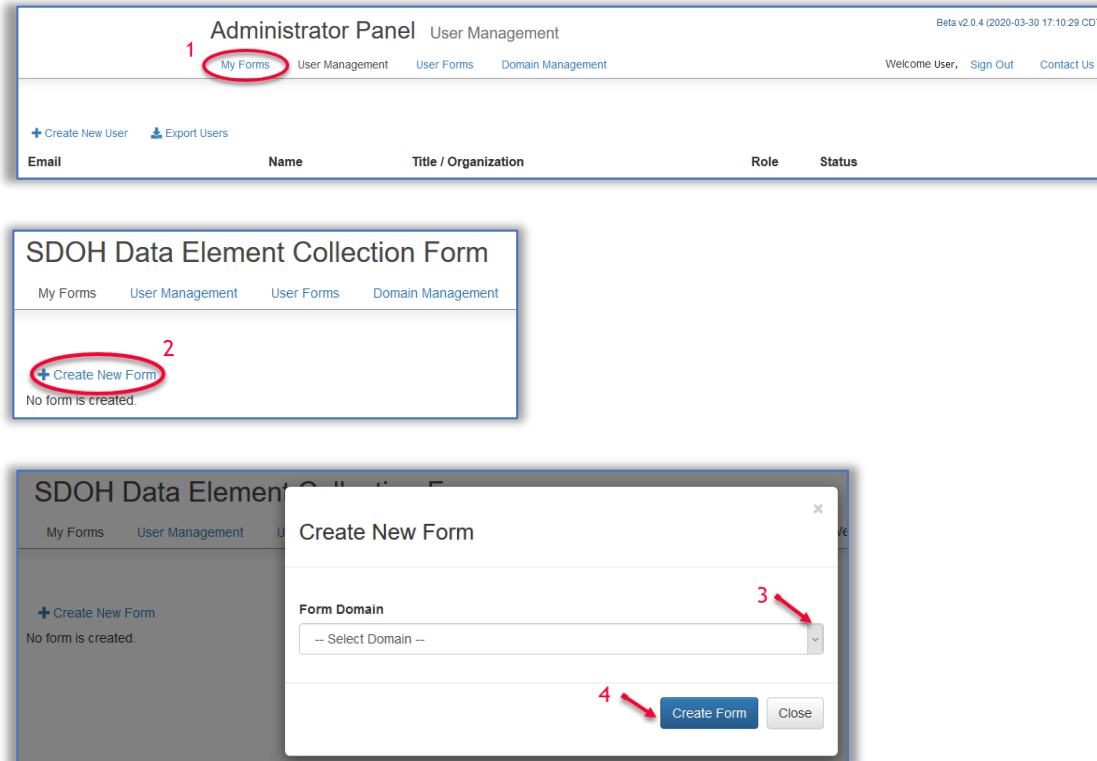
3. Click the **Login** button.

NOTE: The **Forgot Password** button will prompt you to enter your email address and trigger a reset password email.

Creating a New Data Element Collection Form

Accessing the Form

1. From the Administrator Panel, click **My Forms**. *The SDOH Data Element Collection Form page displays.*
2. Click the **Create New Form** link. *The Create New Form window displays.*
3. Select the appropriate **Domain** from the dropdown menu.
4. Click the **Create Form** button. *The Data Element Collection Form page displays.*



The Data Collection Form consists of the following steps:

1. Screening Question
2. Diagnosis/Need
3. Goal
4. Intervention
5. Review

NOTE: Use the **Save** and **Next** activity buttons at the bottom of each form screen to save your work and advance to the next activity.

TIPS: You can use the **Review** option to examine your form at any time prior to submission.

Use the ? **View Sample** option at the top of the form to see an example.

Completing the Data Element Collection Form

Step 1. Screening Questions

The *Screening Questions* are data elements created during the Screening Activity.

1. Enter **Relevant Screening Tool**. (*required*)
2. Select **Reference Information** type as either a URL or File. (*optional*)
3. Enter **Panel Code** as LOINC and/or SNOMED. (*optional*)
4. Enter **Question Instructions**. (*optional*)
5. Enter a **Question**. (*required*)
6. Enter **Question Related Codes**. (*optional*)
7. Enter **Answer Instructions** for the answer set, such as “pick at least one,” or “allow for other”. (*optional*)
8. Enter the Answer to the Question in the **Answer Concept Name** field. (*required*)
9. Enter Related Codes to the Answer. (*optional*)

NOTES: Use the **+Add Question** at either the top or bottom of the form to add another question, then repeat the steps above. Click the **+Answer** to add additional answers for your Question. For example, you might have a Question with three (3) answers such as:

- a) Yes
- b) No
- c) Maybe

You can have multiple questions, but each Question will have its own set of Answers.

STEP-BY-STEP INSTRUCTIONS

1. Screening Questions / Answers
2. Diagnoses
3. Goals
4. Interventions
5. Review

Screening Questions / Answers [+ Add Question](#) [? View Sample](#)

Relevant Screening Tool *

Reference Information -- Select Type --

Panel Code (Screening Tool)

LOINC Code

Question [Remove Question](#)

Question Instructions

Enter the exact wording for the question

Question Related Codes: [+ Add Code](#)

Answers [+ Add Answer](#)

Answer Instructions

Answer [Remove Answer](#)

Concept Name *

Related Codes: [+ Add Code](#)

LOINC Code SNOMED_CT Code

[+ Add Answer](#)

[+ Add Question](#) [Save](#) [Next: Diagnosis](#)

All User Forms My forms

Screening Questions and Answers Sample

Question Concept	Within the past 12 months we worried whether our food would run out before we got money to buy more [U.S. FSS]
Question LOINC Code	88122-7 Within the past 12 months we worried whether our food would run out before we got money to buy more [U.S. FSS]
Answer Concept	Often true
Answer LOINC Code	LA28397-0 Often true

Close

Step 2. Diagnosis / Assessed Needs

The *Diagnosis* are data elements created during the Assessment activity.

1. Enter a Diagnosis/Need **Concept Name**. *(required)*
2. Select **Reference Information** type as either a URL or File. *(optional)*
3. Enter a **Definition**. *(optional)*
4. Enter **Related Codes**. *(optional)*

NOTES: Use the **+Add Diagnosis/Need** at either the top or bottom of the form to add another diagnosis/need, then repeat the steps above.

After you have completed an activity, you will see a green check mark. Also, a number indicating how many entries you have made.

1. SCREENING QUESTION (1)

Step 3. Goal

The *Goals and Planned Interventions* are data elements created during the Planning activity.

1. Enter a Goal Concept Name for the diagnosis / assessed needs. *(required)*
2. Select **Reference Information** type as either a URL or File. *(optional)*
3. Enter a **Definition**. *(optional)*
4. Enter **Related Codes**. *(optional)*

NOTE: Use the **+Add Goal** at either the top or bottom of the form to add another goal, then repeat the steps above.

Step 4. Intervention

The *Planned Interventions* are data elements created during the Planning activity and *Completed Interventions* are data elements created during the Treatment activity.

1. Enter an Intervention **Concept Name**. *(required)*
2. Select **Reference Information** type as either a URL or File. *(optional)*
3. Enter a **Definition**. *(optional)*
4. Select **Interventions Framework Category**. *(required)*
5. Enter **Related Codes**. *(optional)*

NOTE: Use the **+Add Intervention** at either the top or bottom of the form to add another intervention, then repeat the steps above.

[Learn more about the Gravity Project interventions framework](#)

Step 5. Review

The final screen will allow you to review all your inputs for each of the previous four (4) steps.






1. Review all entries.
2. If necessary, select the **Edit** option to change your inputs.
3. Click the **Submit Form** to submit your data elements for consideration.















NOTE: Once Submitted, the form is no longer available for editing.

My Forms

The My Forms area displays all your **Active** and **Submitted** forms.

You can do the following activities:

1.  **Edit** active form
Use the edit tool to open and edit an active form
2.  **View** submitted form
Use the view button to see completed form submissions
3.  **Clone** your form
Use the clone tool to make a copy of a *submitted* form and activate it for editing. Form editing also supports deleting questions/answers, or interventions.
4.  **Delete** your form
Use the delete tool to remove your form from the My Forms view.
5.  **Export** your form
Use the export tool to download your form as a Microsoft Excel workbook.

+ Create New Form				
Domain	Created Time	Updated Time	Status	
Education Level	2020-03-26 20:57:34	2020-03-26 21:15:27	Active	1    
Transportation Access	2019-06-04 13:54:02	2020-03-26 16:38:25	Submitted	2   
Housing Instability	2019-06-04 09:40:13	2019-08-29 09:19:07	Submitted	  
Food Insecurity	2019-06-03 15:04:49	2020-03-26 21:33:17	Active	   

The Gravity Project

The Gravity project is a direct response to recommendations and calls to action around creating national standards for representing Social Determinants of Health (SDOH) data in EHRs. Growing evidence demonstrates strong links between social risk and an individual's health and health care utilization. This correlation has increasingly led health systems to incorporate social risk data into clinical decision making to improve health outcomes and help reduce costs.

The Gravity Project seeks to identify coded data elements and associated value sets to represent social determinants of health data documented in EHRs across four clinical activities: screening, diagnosis, planning, and interventions.

Consensus-Driven Standards on Social Determinants of Health

The Gravity Project is developing a standardized set of health data classes and constituent data elements for nationwide, interoperable information exchange that includes SDOH information. The Data Element Submission Tool supports a predictable, transparent, and collaborative process to expand the United States Core Data for Interoperability (USCDI). This automated data element submission tool provides stakeholders the opportunity to comment on expansion of the USCDI.