

GUIDE TO USING THE POWER BI CIN DASHBOARD

CIN data overview

How to access PowerBI dashboard

Navigating pages 1, 2 & 3

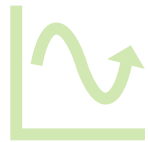
FAQs

Change requests & user groups

CIN DATA: OVERVIEW

From Oct 2021, new information about CIN plans started being pulled from mosaic. Key aspects:

Number of open CIN cases and change over time



Duration of open CIN cases and reasons

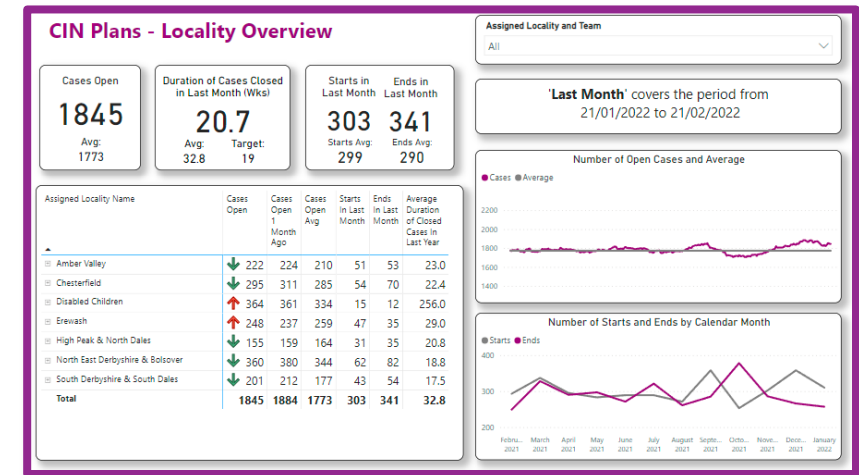


Date since sign-off of CIN cases



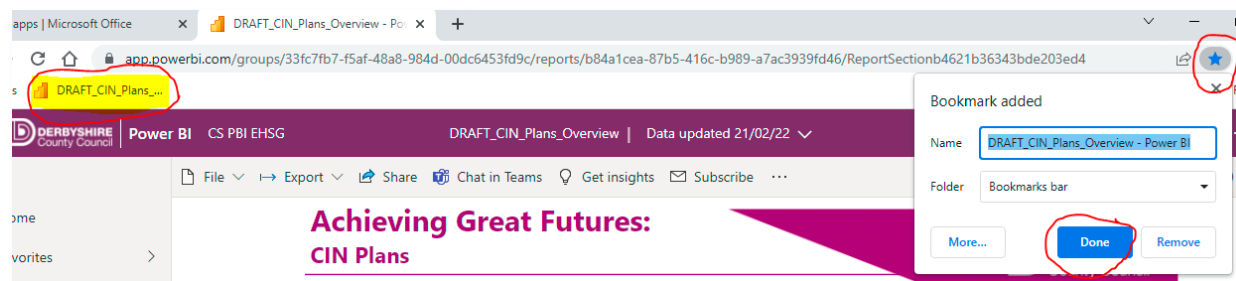
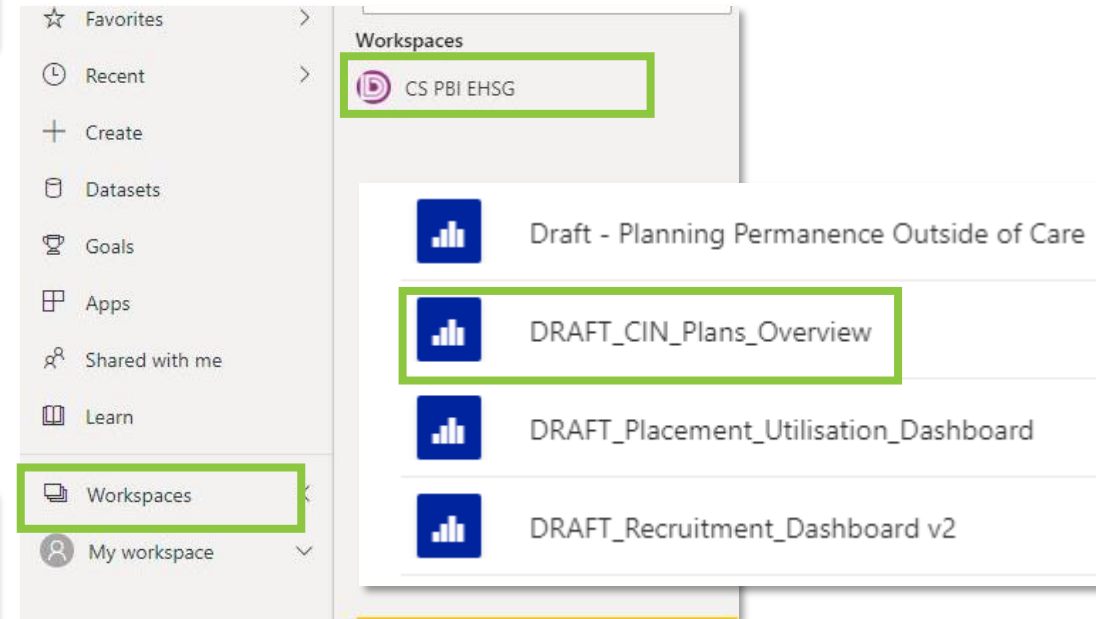
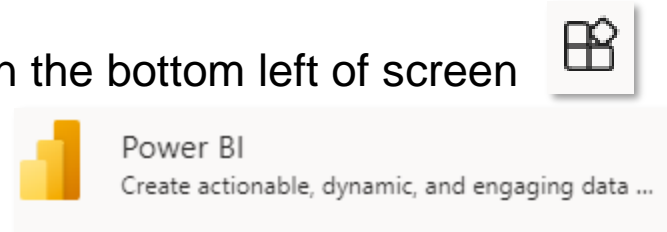
Ways of accessing this data:

1. **PowerBI dashboard** details on the following pages
2. **SSRS Report** (existing report accessed via icon on desktop)
Safeguarding & Early Help → CIN → Current CIN plans
3. **Copy of SSRS report emailed** to teams weekly by team coordinators



HOW TO GET TO DASHBOARD

1. Open Microsoft Edge or Google Chrome & go to office.com
2. Login to your Derbyshire email account (you may need to set up authentication)
3. Click the 4 blocks symbol on the bottom left of screen
4. Choose "Power BI"
5. Click Workspaces (on left hand panel) → "CS PBI EHSG"
6. Click "Draft CIN Plans Overview" & click arrows next to page names to navigate to them
7. Bookmark page to return to it more easily by clicking star in very top right → done. Bookmark will appear underneath the URL

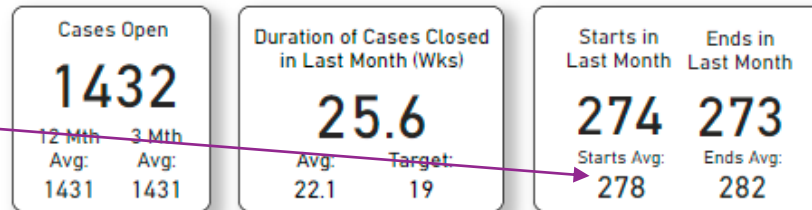


WHY POWERBI DASHBOARD EXISTS & PAGE 1: OVERVIEW

This dashboard exists to **help reduce drift** by providing better visibility of current situation and trends. Eventually all reporting will be done through PowerBI – this is just one of the first bits of data to move across from the existing report. Things like ease of accessing the dashboard should improve with time as IT develop a long-term, simple way of doing this. Page 1 is an overview:

CIN Plans - Locality Overview

Bubbles: key data, including year averages

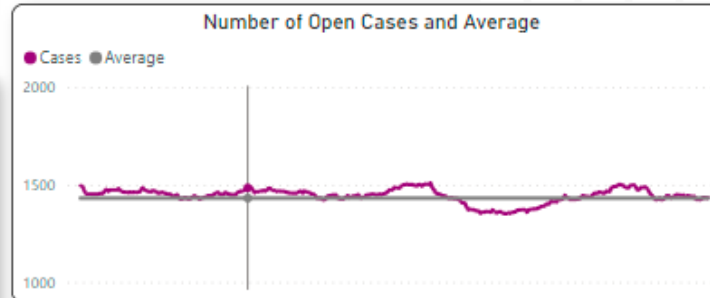


LHS: ability to select locality or expand out to see specific team

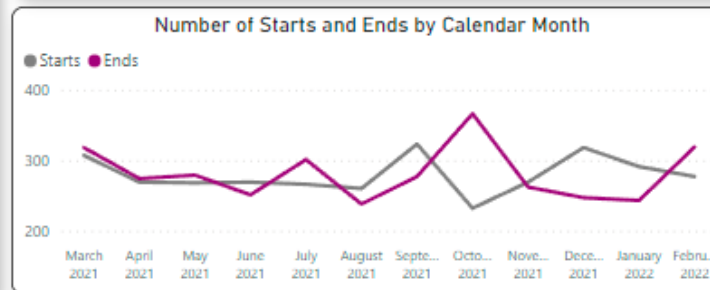
Assigned Locality Name	Cases Open	Cases Open 1 Month Ago	Avg Cases Open In Last 12 Months	Starts In Last Month	Ends In Last Month	Avg Duration Closed Cases In Last 12 Months
Amber Valley	↑ 210	207	207	37	34	23.8
Erewash	↑ 240	235	255	51	46	23.4
Chesterfield	↑ 306	284	281	57	35	22.1
North East Derbyshire & Bolsover	↓ 332	356	346	62	86	22.0
High Peak & North Dales	↓ 154	158	163	34	38	21.8
South Derbyshire & South Dales	↓ 190	191	179	33	34	19.3
Total	1432	1431	1431	274	273	22.1

Assigned Locality and Team
Multiple selections

'Last Month' covers the period from 14/02/2022 to 14/03/2022



RHS: key data on CIN cases, which changes according to selection on LHS



PAGE 2: DURATIONS OF CURRENT PLANS

CIN Plans - Current Case Durations

Click on the button to show visualisations by either Number or Percentage:

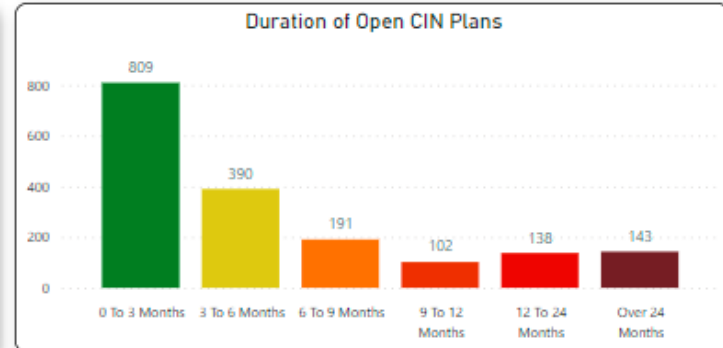


Assigned Locality and Team

Click on the toggle to see all figures as percentages

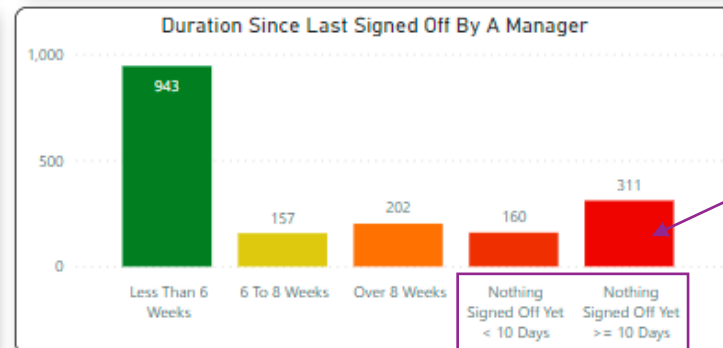
Duration of Open CIN Plans

Assigned Locality Name	Total Open Cases	0 To 3 Months	3 To 6 Months	6 To 9 Months	9 To 12 Months	12 To 24 Months	Over 24 Months
Amber Valley	195	105	38	25	7	14	6
Chesterfield	291	143	68	45	10	22	3
Disabled Children	356	48	66	31	32	58	121
Erewash	253	130	61	19	22	18	3
High Peak & North Dales	155	92	37	9	6	6	5
North East Derbyshire & Bolsover	326	180	70	43	17	14	2
South Derbyshire & South Dales	195	111	50	19	8	6	1
UASC Team	2	0	0	0	0	0	2
Total	1773	809	390	191	102	138	143



Duration Since Last Signed Off By A Manager

Assigned Locality Name	Total Open Cases	Less Than 6 Weeks	6 To 8 Weeks	Over 8 Weeks	Nothing Signed Off Yet < 10 Days	Nothing Signed Off Yet >= 10 Days
Amber Valley	195	119	15	5	18	38
Chesterfield	291	149	13	18	30	81
Disabled Children	356	189	43	85	9	30
Erewash	253	123	30	36	31	33
High Peak & North Dales	155	96	9	5	9	36
North East Derbyshire & Bolsover	326	155	22	37	39	73
South Derbyshire & South Dales	195	111	25	15	24	20
UASC Team	2	1	0	1	0	0
Total	1773	943	157	202	160	311



Right click on part of the chart and select Drill through → Drilldown to cases to see list of pins

Click name of area/team/person to see graphs for them

These two categories separate the plans which are not signed off into those longer than 10 working days, and those shorter

Click the plus sign to drill down to team and then worker level

PAGE 3: TARGETS

CIN Plans - Target Overview

Assigned Locality and Team

Multiple selections ▼

The following table contains 'target' numbers of open cases, intended as a guide to identify where there is most potential to reduce drift. These have been calculated for each locality/team (excluding the Disabled Children Service) based on the number of CIN starts per year, and an average duration of 19 weeks. Research showed that a realistic reduction in drift and active progression of cases would lead to this average duration being achieved. It is still expected that CIN plans will range in duration, as they are individual to the needs of each family. Naturally, there will be fluctuations in CIN starts, so it won't be possible to always sit below the target number of open cases, but we should be able to hover around it.

Explanation of what the targets mean and why they're here

Assigned Locality Name	A	B	C	D	D - C	B - C	
	Cases Open	Starts In Last 12 Month	Avg Cases Open In Last 12 Months	Avg Cases Open In Last 3 Months	Target Open Cases	Difference From Target	Difference from Average
Amber Valley	210	428	207	211	156	-55	-4
Chesterfield	306	646	281	288	236	-52	-7
Erewash	240	534	255	230	195	-35	25
High Peak & North Dales	154	399	163	148	146	-2	15
North East Derbyshire & Bolsover	332	820	346	350	300	-50	-4
South Derbyshire & South Dales	190	490	179	204	179	-25	-25
Total	1432	3317	1431	1431	1212	-219	0

How these columns are calculated

Colour coding shows whether current 3-month average value is above (red) or below (green) the target or year average.

NB. Column A is today's values but isn't used for the colour coded columns as it changes too much. Instead, the 3-month average (C) is used.

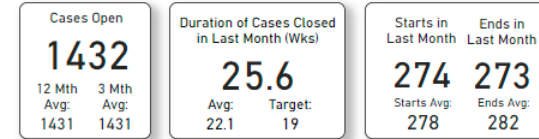
Click the plus sign to drill down to team level

Targets are based on rate of CIN starts, shown in this column

FRAMEWORK FOR USING THE DASHBOARD

- UP/DOWN** Are open cases going up or down? *E.g. cases increased in last month*
- WHERE** Which locality/team/people are contributing to this *e.g. one team has increased numbers*
- WHY** Do I understand why? *E.g. team has ended much fewer plans than it started. One worker accumulated a lot of plans which are ready to close, haven't had sign off in over 8 weeks*
- ACTION** What am I doing about it? *E.g. Use ICM to set specific, time-bound actions to help close cases, extra support for specific worker*
- EXPECTED RESULT** What impact do we expect the action to have on our open cases? (If none, is it worth doing?) *E.g. supporting workers to close 8 plans this week so should see cases come down, but also expect to sign off 3 single assessments as CIN so overall expect reduction of around 5*

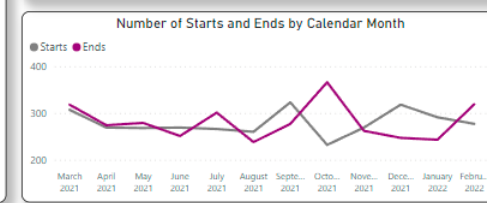
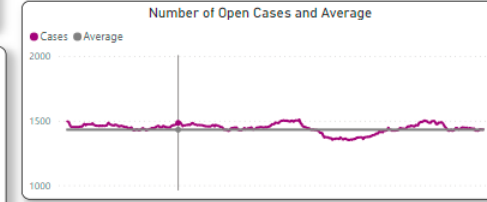
CIN Plans - Locality Overview



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Assigned Locality and Team
Multiple selections

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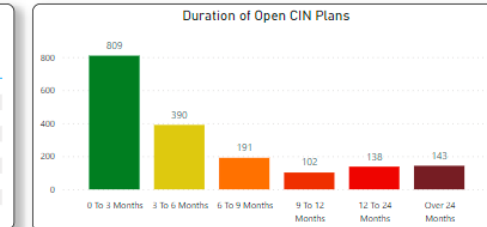


CIN Plans - Current Case Durations

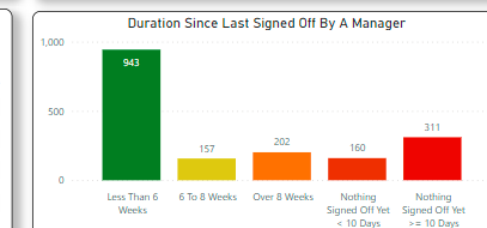
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Assigned Locality and Team
All



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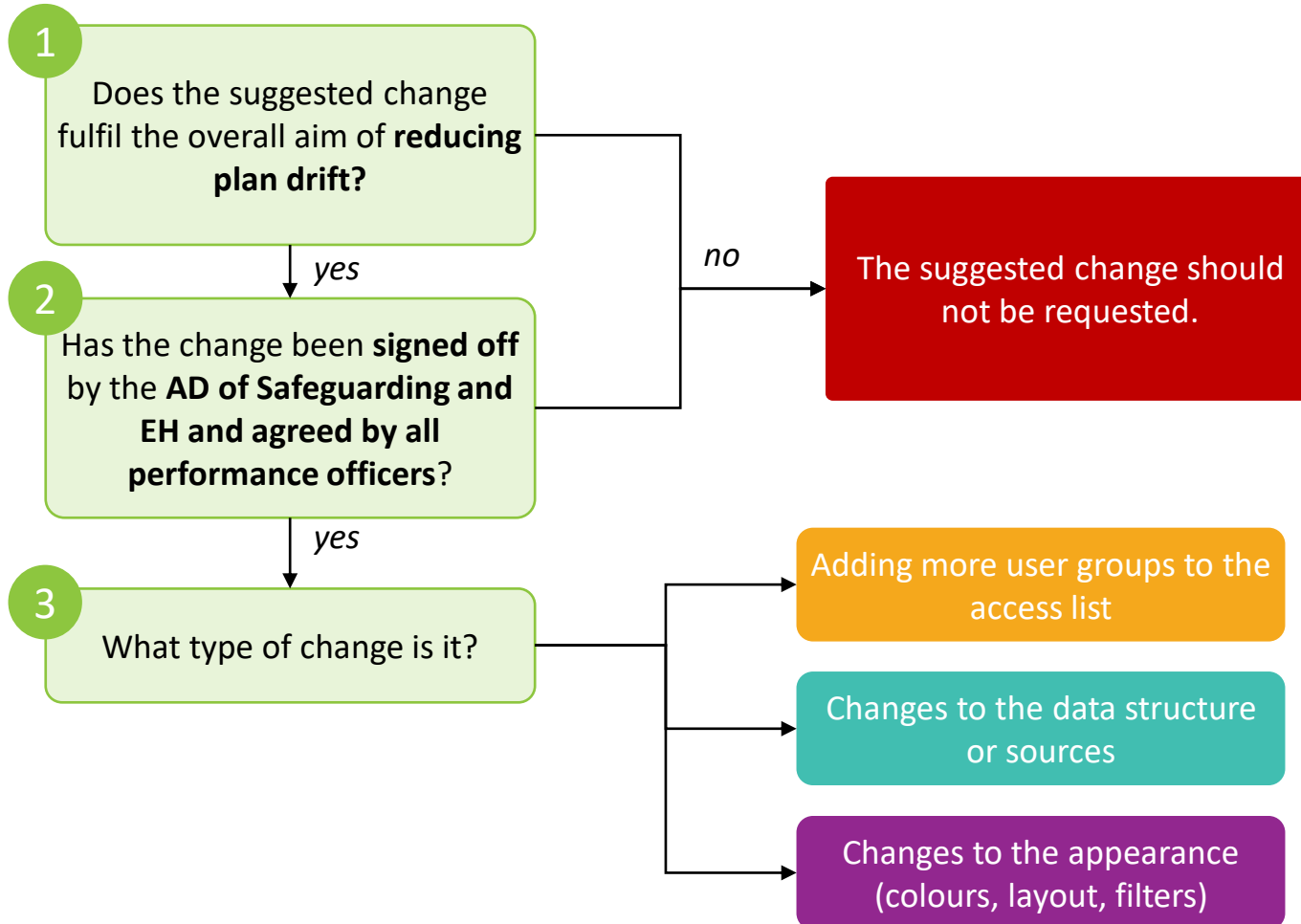
DASHBOARD: FAQs

Question	Answer
What counts as a CIN plan?	Dashboard does NOT show single assessments or child protection plans. A case appears on the dashboard as soon as it is signed off by a manager as needing a CIN plan.
The charts don't look how they used to/should	Try clicking the reset button (yellow circle with a curly arrow in it in top right of screen). This restores all visual settings. Make sure you are not zoomed in from the browser and instead use the view function to adjust (square two buttons to the right of the yellow arrow)
When I try to drill through to cases, I get a list of everyone in the county	If you <i>left click</i> on a graph it can restore filters to county-level. Ensure once you're looking at the graph you're interested in, you <i>right click</i> to get to drill through.
I can't download the data as an excel	Hover your mouse over the data you're trying to download: three dots should appear in the top right-hand corner of the section. Click this ('more options'), then 'export data', then 'export.' It will appear in your downloads folder.
I'm struggling to interpret something, who should I ask?	Your locality performance officer
I have a suggested improvement, who should I tell?	Your locality performance officer



DASHBOARD GOVERNANCE

The below documents guidance for performance officers and the MI teams for when there is a request or suggestion to change the CIN Dashboard.



Performance Officer/Head of Service/MI guidance:

Consider the following before approvals for additions or changes to the dashboard

- **Purpose/functionality**
Does this change add value towards the outcome/aim and drive the right action?
- **Frequency**
How often will this changed feature be viewed? Should this be viewed separate to how the dashboard is used currently?
- **Content**
Is the level of information appropriate for people viewing this dashboard?
Do people who use this dashboard have the right permissions to view the data?
- **Ergonomics**
Is the view of information accessible and focus discussion on the right outcomes?

Requests to be defined in one of these categories and sent to Childrens Services Management Information
Contact: CS.informationenquiries@derbyshire.gov.uk

DASHBOARD GOVERNANCE

CIN Plans Dashboard: Key Information

Creators (Management Information)	Amy Dillon (visuals), Gareth Mainprize (data sourcing), Jamie Ellson (oversight)
Change log – major changes	16.03.22 (Amy Dillon)
Change requests go via	Performance Officers (John Saddington, Chris Milner, Tracy Genders) who pass to AD Safeguarding and EH (Pete Lambert). Straightforward requests for users (in existing user groups) to be added/removed goes via Performance Officers and then Tim Kay, until Halo can do this.
User groups	Practice supervisors Team Managers Heads of Service AD EH&SG Performance Officers Quality assurance managers Finance: senior business partner, head of finance
Link	No permanent link currently: must be accessed at office.com via a browser (bookmarking page is recommended in interim until permanent link is possible).