

GUIDE TO USING THE POWER BI PPOC DASHBOARD

PPOC: Planning for Permanence Outside Care

How to access PowerBI dashboard

Navigating pages 1, 2 & 3

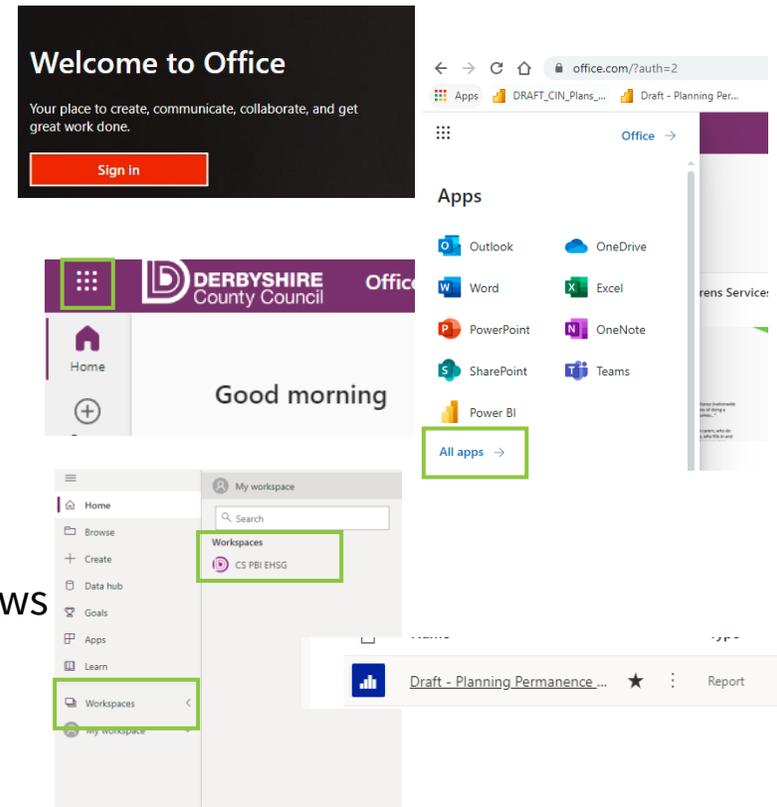
FAQs

Change requests & user groups

HOW TO GET TO THE PPOC DASHBOARD

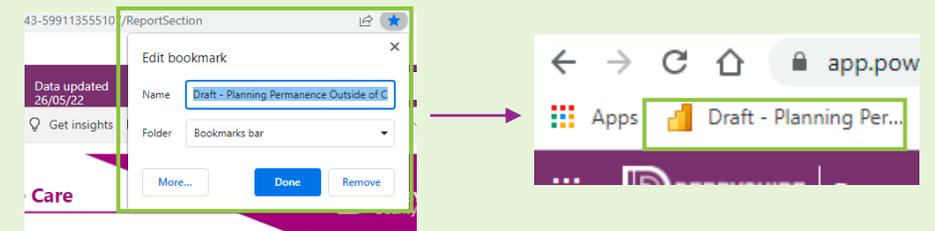
You will only need to do this initial dashboard access process once. Bookmarking the dashboard (see instructions below) will allow easier access going forward.

1. Open Microsoft Edge or Google Chrome & go to office.com. 
2. You may need to log into your Derbyshire email account (you may also need to set up authentication).
3. Click the 9 blocks in the top right of the screen, and click “All Apps”.
4. Choose “Power BI”. 
5. Click “Workspaces” (on the left-hand panel) and click “CS PBI EHSG”.
6. Click “Draft – Planning Permanence Outside of Care” and click the arrows next to the page names to navigate to them.



How to bookmark the page for easier access:

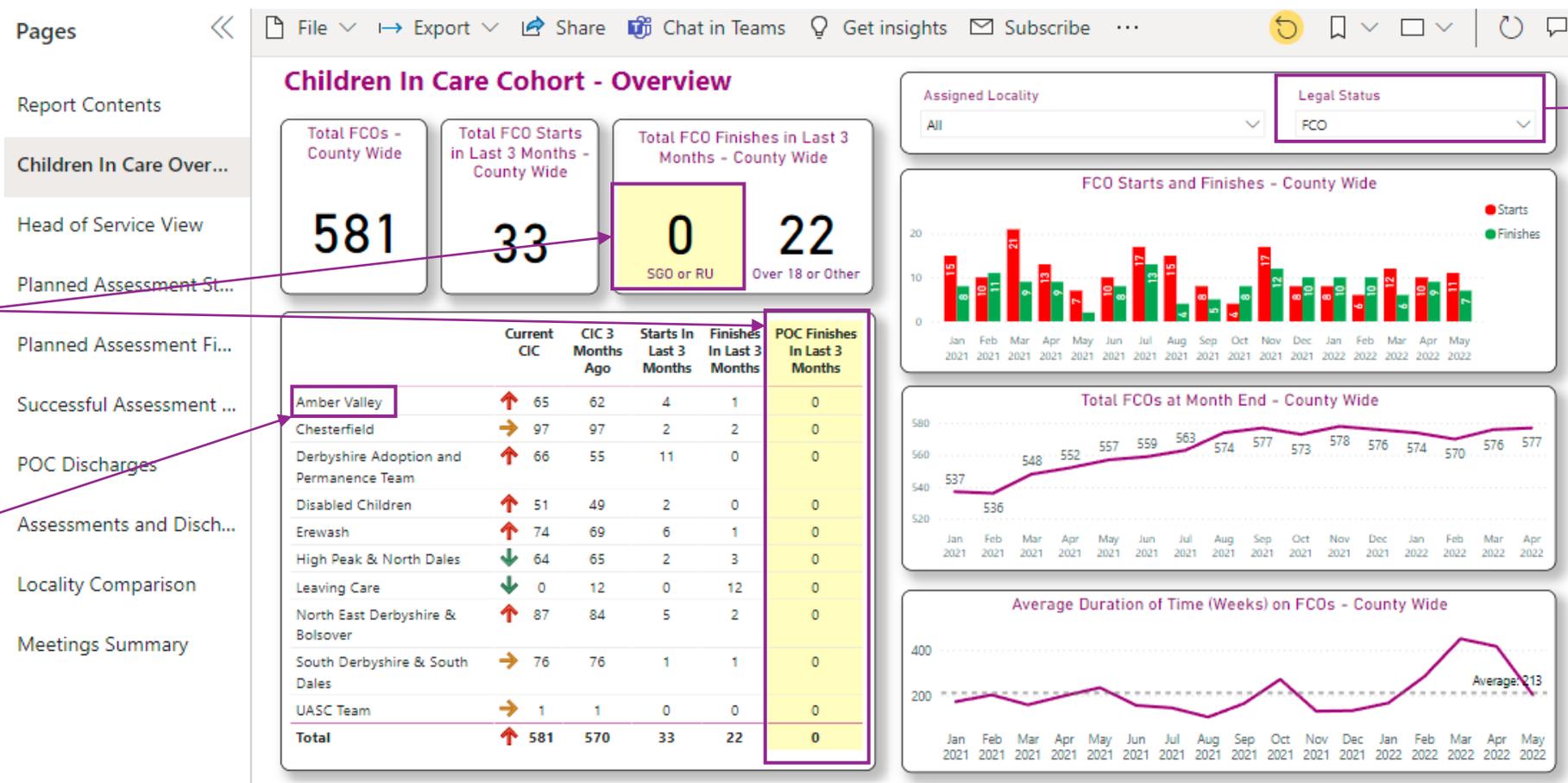
1. Click the star at the very top right of the page (right of the URL/Search Bar) and then click “Done”.
2. Bookmark should appear under your URL.



WHY THE POWERBI DASHBOARD EXISTS & PAGE 1: CIC OVERVIEW

The PowerBI dashboard exists to support the Planning Permanence Outside of Care (PPOC) work. The PPOC work aims to support children on Full Care Orders (FCOs) to leave care via SGO/Reunification in a timely way, if it is the right thing for the child to do so – and the dashboard allows visibility of the cohort that are progressing along that journey to permanence outside of care.

The Children In Care Cohort - Overview page (below), provides high level insights into the children currently in Derbyshire’s care:



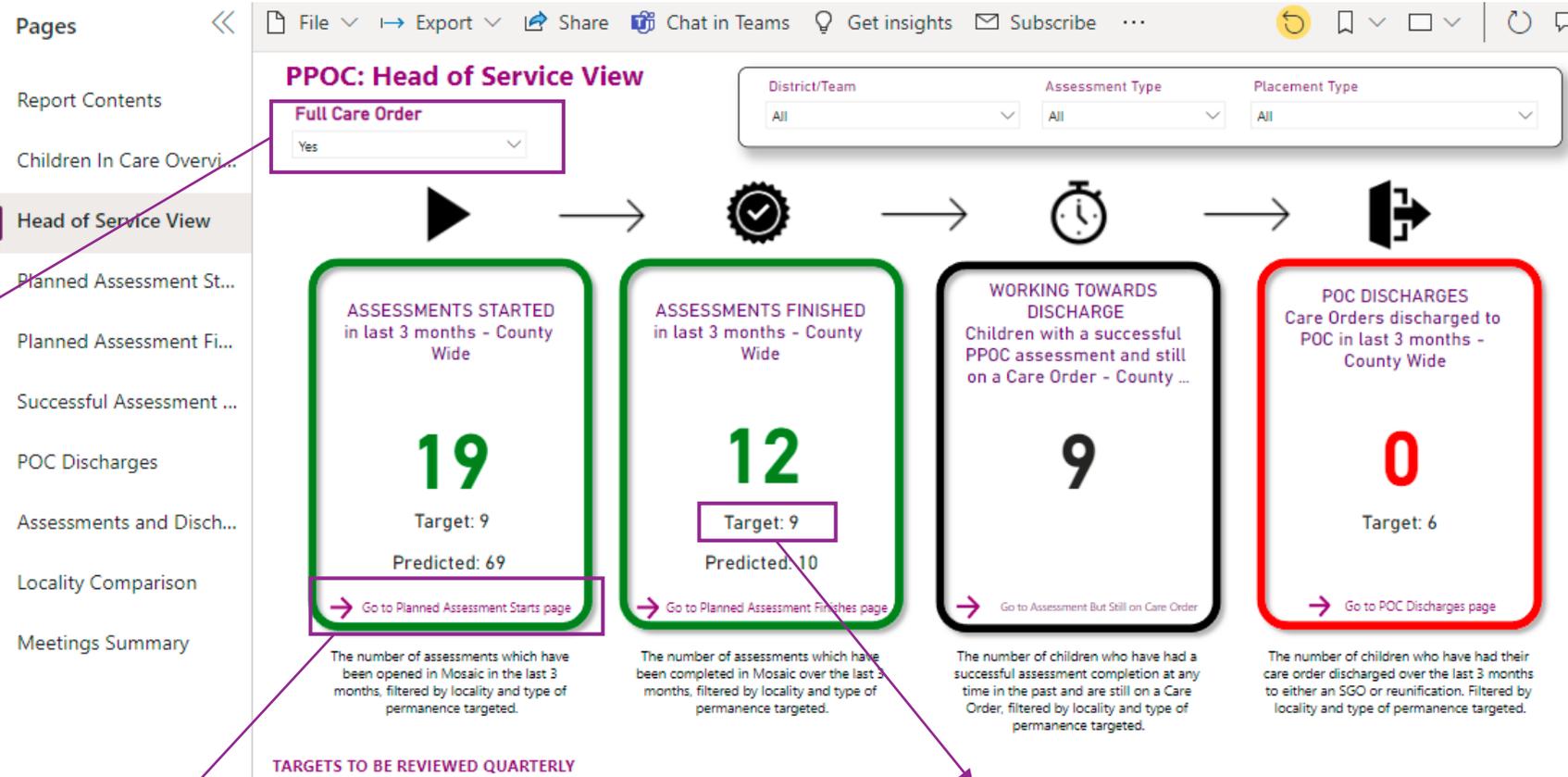
Filtering for legal status allows an insight into the cohort on that particular status. For the purpose of the PPOC work, **FCO** is the key Legal Status for the data to be filtered by

The yellow highlighted numbers, are the figures that are being driven as a result of the PPOC work.

Clicking on a locality with filter the dashboard, including all the graphs, for that locality’s statistics.

PAGE 2 – HEAD OF SERVICE VIEW

The Head of Service View (below), provides high level view of the cohort currently being progressed towards permanence outside of care. The dashboard refreshes once daily.



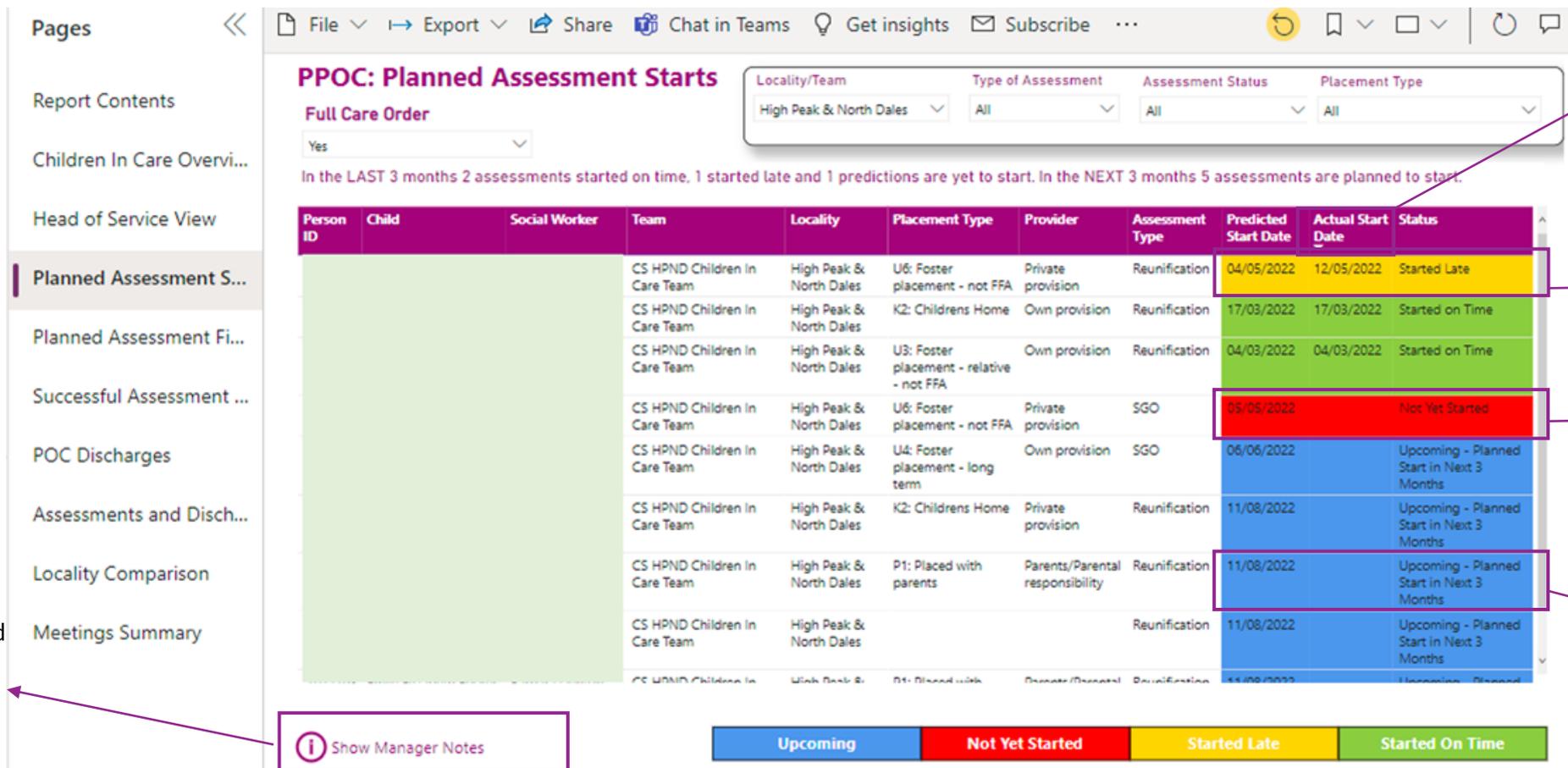
Filtering for FCO gives the most accurate view of the children specifically included in the PPOC work.

Clicking on the below arrows opens up to a child-level drill down as to what makes up this number – including : Assessments Started, Assessments Predicted and Upcoming Assessments.

Targets have been set by operational leadership.

PAGE 3 – DRILL DOWN EXAMPLE – PLANNED ASSESSMENT STARTS

The Planned Assessment Starts page (below) allows you to be able to drill down into a child-specific level to see what children are progressing towards permanence at specific stages.



PPOC: Planned Assessment Starts

Full Care Order: Yes

Locality/Team: High Peak & North Dales | Type of Assessment: All | Assessment Status: All | Placement Type: All

In the LAST 3 months 2 assessments started on time, 1 started late and 1 predictions are yet to start. In the NEXT 3 months 5 assessments are planned to start.

Person ID	Child	Social Worker	Team	Locality	Placement Type	Provider	Assessment Type	Predicted Start Date	Actual Start Date	Status
			CS HPND Children In Care Team	High Peak & North Dales	U6: Foster placement - not FFA	Private provision	Reunification	04/05/2022	12/05/2022	Started Late
			CS HPND Children In Care Team	High Peak & North Dales	K2: Childrens Home	Own provision	Reunification	17/03/2022	17/03/2022	Started on Time
			CS HPND Children In Care Team	High Peak & North Dales	U3: Foster placement - relative - not FFA	Own provision	Reunification	04/03/2022	04/03/2022	Started on Time
			CS HPND Children In Care Team	High Peak & North Dales	U6: Foster placement - not FFA	Private provision	SGO	05/05/2022		Not Yet Started
			CS HPND Children In Care Team	High Peak & North Dales	U4: Foster placement - long term	Own provision	SGO	06/06/2022		Upcoming - Planned Start in Next 3 Months
			CS HPND Children In Care Team	High Peak & North Dales	K2: Childrens Home	Private provision	Reunification	11/08/2022		Upcoming - Planned Start in Next 3 Months
			CS HPND Children In Care Team	High Peak & North Dales	P1: Placed with parents	Parents/Parental responsibility	Reunification	11/08/2022		Upcoming - Planned Start in Next 3 Months
			CS HPND Children In Care Team	High Peak & North Dales			Reunification	11/08/2022		Upcoming - Planned Start in Next 3 Months

Legend: Upcoming (blue), Not Yet Started (red), Started Late (yellow), Started On Time (green)

Show Manager Notes

Clicking on any of these column titles will order the column by that category e.g. order by start date.

“Started Late” indicates that the assessment started after the Predicted Start Date had passed.

“Not Yet Started” indicates that the Predicted Start Date has passed, and the assessment hasn’t been started on Mosaic

“Upcoming” means the assessment Predicted Start Date is in the upcoming 3 months.

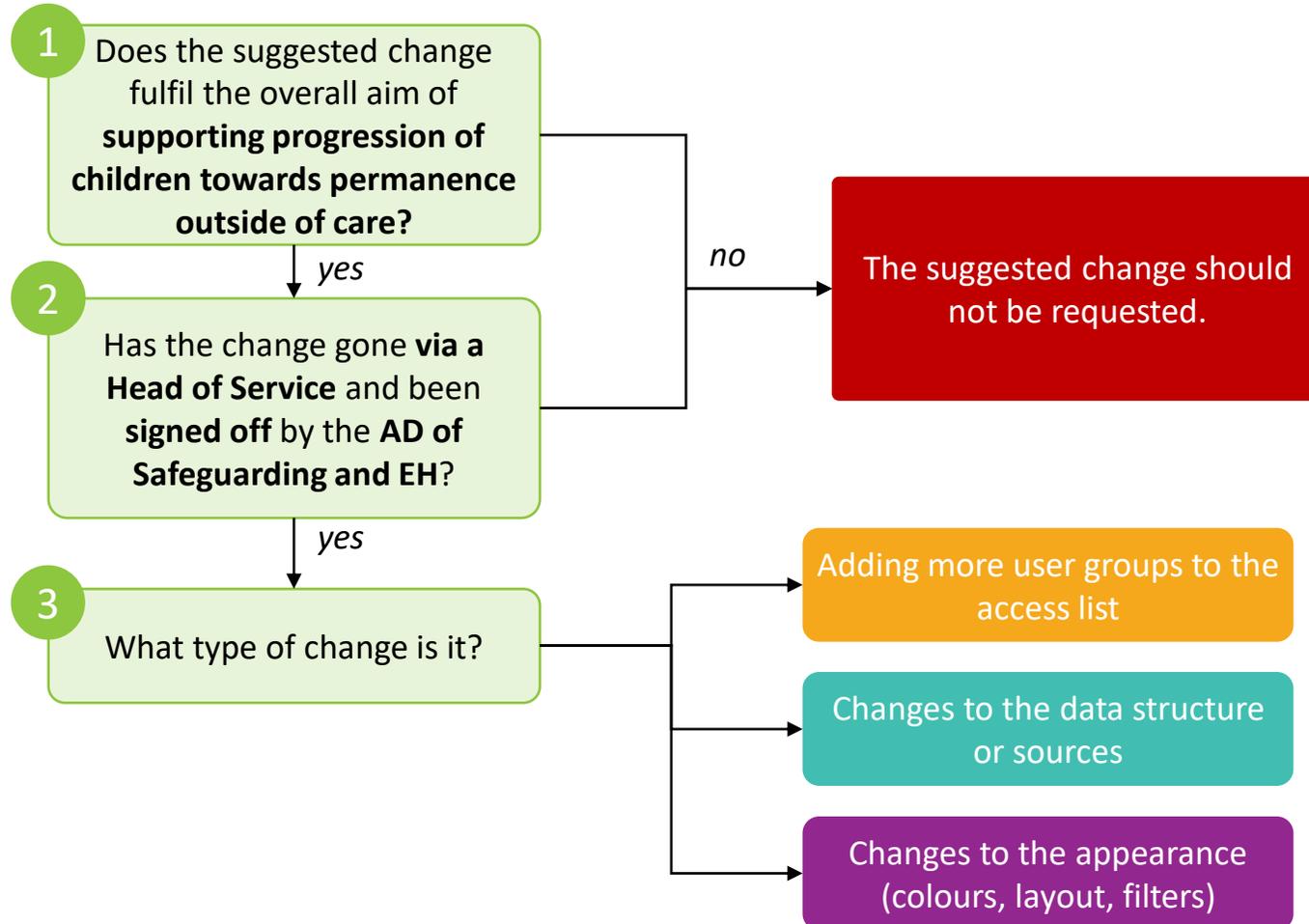
Notes on how to interpret and discuss the dashboard as a Manager can be found here.

COMMONLY ASKED QUESTIONS

FAQ	Answer
<p>I've started my SGO assessment, but it isn't showing up on the dashboard?</p>	<p>-The dashboard refreshes once daily, so if you have started an assessment, it wont show up till the following day -If its still not showing up the following day, ensure you have opened the SGO workflow and inputted a start date in section 9, or it will not show up. -If your assessment still isn't showing up, please contact CS.informationenquiries@derbyshire.gov.uk</p>
<p>I've started a single assessment, but its not showing up on the dashboard?</p>	<p>-The dashboard refreshes once daily, so if you have started an assessment, it wont show up till the following day -If it is still not showing up the following day, ensure you have checked the box in section 2 that this assessment is for the purposes of reunification.</p>
<p>Where is the Predicted Dates coming from?</p>	<p>-Your predicted dates are based on the Peach Cells that are in the Mobilisation Trackers. Your Team Coordinator fills out a form fortnightly with any updated or newly added predicted dates.</p>
<p>Circumstance has changed since we set the Peach Cell and the predicted date is no longer feasible, how do I reflect this on the dashboard?</p>	<p>-In your next Mobilisation Meeting, change the peach cell to reflect the updated Predicted Start date, and notify your Team Coordinator that the predicted date has changed. When they next fill out the form, they will include that child and their updated Peach Cell date, and it will be updated on the dashboard.</p>
<p>How do I remove a child from the dashboard that is no longer being considered for permanence outside of care?</p>	<p>-Please contact CS.informationenquiries@derbyshire.gov.uk</p>
<p>Why is the dashboard showing a case that isn't held within my team on the dashboard?</p>	<p>-Make sure you are filtered for "Full Care Order" or filtered for your specific team by expanding out your locality on the "District/Team" filter.</p>
<p>I have a query or improvement I'd like to make?</p>	<p>-Please raise to your Heads of Service, who will be able to answer or escalate further.</p>

DASHBOARD GOVERNANCE

The below documents guidance for Team Coordinators/HoS and the MI teams for when there is a request or suggestion to change the PPOC Dashboard.



Team Coordinator/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 focuses 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

PPOC Dashboard: Key Information

Creators (Management Information)	Danny Hopton (visuals), Lorna Linthwaite (data sourcing), Tim Kay (oversight)
Change requests go via	Heads of Service who pass to AD Safeguarding and EH (Pete Lambert). Straightforward requests for users (in existing user groups) to be added/removed goes via Team Coordinators and then Tim Kay, until Halo can do this.
User groups	Team Coordinators 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).