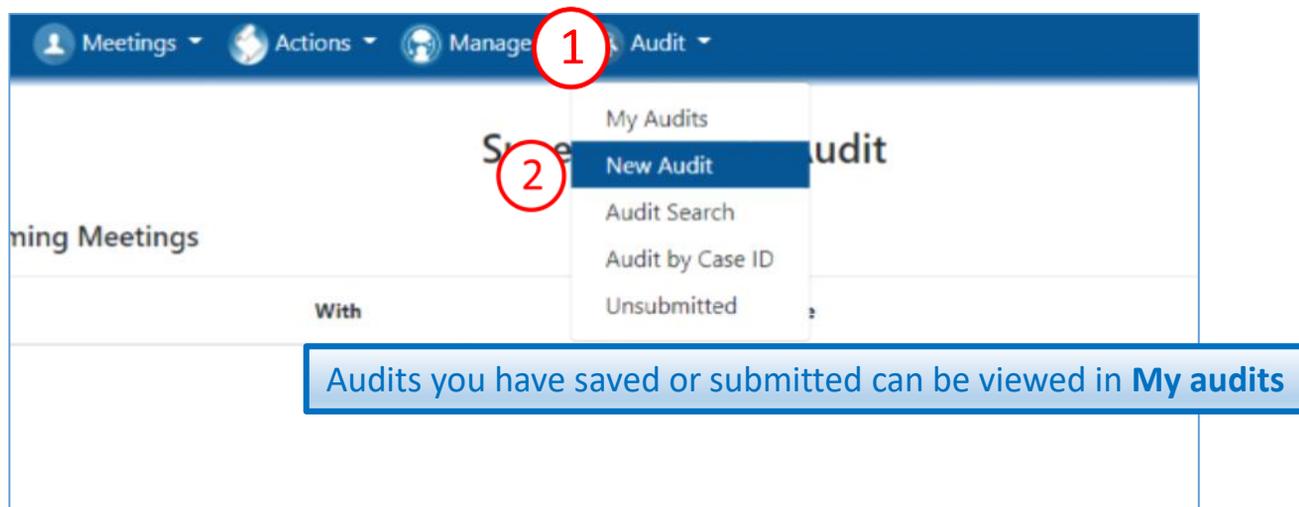


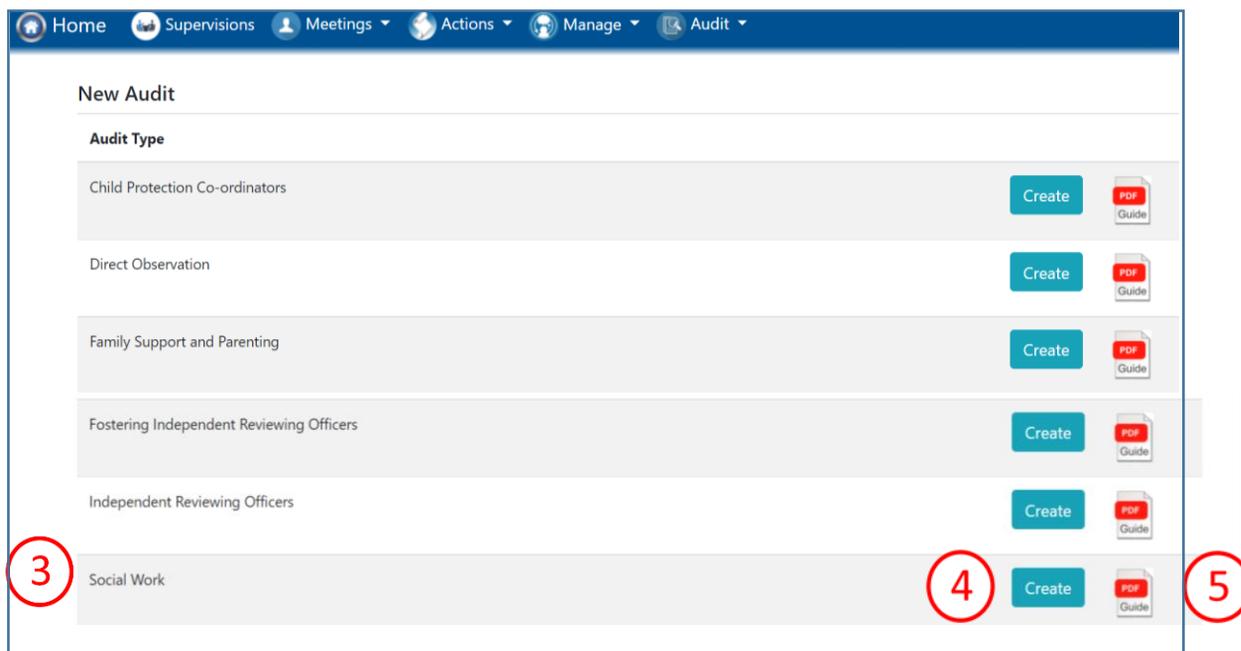
Using the audit database – Social work audit

Open browser and enter link <http://supervision.bradford.gov.uk/>

1. Select **Audit** on Tool Bar
2. Select **New Audit** from the drop down list.



3. Choose audit type – Social Work
4. Select **Create**
5. The guide to each audit is available here too.



If you can't access the audits you need please contact IT Support

Audit details

1. Select audit details button from the column on the left hand side.
2. Select date audit completed from drop down calendar
3. Complete Allocated worker, Team Manager and CP Chair/IRO by typing in the first four characters of names and then SELECT THE CORRECT NAME FROM THE PICKLIST
4. **Save**
5. The team name will populate automatically when the page is saved
6. Your name will populate automatically when the page is saved
7. The Audit details button will go green when all the details have been correctly filled in

1 **7** **6**

2 **3** **5** **4**

Save

This page MUST be completed fully, using ONLY names from the picklists and SAVED before proceeding with your audit.

Troubleshooting

Green buttons

All fields in the audit are mandatory unless stated and you cannot submit an audit until every field is completed. The button for each page will go green when you have correctly filled it in. The household members and non-household members buttons are already green because these are the only non-mandatory pages in the audit.

If you can't find your worker...

- Consider alternative versions of names: worker's names are pulled from SAP where full names are often used – e.g. Victoria rather than Vicky, Mohammed Ali , not just Ali
- Try using Bradnet to search for other names your worker may be known by
- Agency workers are added to the database manually by their team manager because they are not recorded on SAP, so if your worker is not on the list, email their team manager and ask for them to be added.
- Workers who have left cannot be selected: contact the Audit Team for advice

Child/young person's details

1. Select Child/Young person's details button from the column on the left hand side
2. Type in Case ID number for the child/young person you intend to audit
3. Select **Get Details** The child's details will populate from LCS into the page. You can amend any information that is not correct. If you do, please ensure you make a recommendation that this is updated in the Case file management Section
4. In the case of unborn children, please use EDD.
5. The child's age at the date of the audit will populate automatically when the page is saved
6. If the child's ethnicity and language are not known, select "Information to be obtained" and "Undefined".
7. Select the child's current plan from the pick list
8. Select the date the child became subject to this plan from the calendar
9. If the child is disabled, select Yes, and disability information details boxes will appear.
10. For Date identified, please use drop down calendar. If the information is not recorded on the casefile choose a date that seems appropriate.
11. Nature of Disability and Impact/severity are free text boxes
12. **Save**
13. The Child Young Person's details button will go green when the details are correctly filled in

The screenshot shows the 'New Social Work Audit' form interface. On the left is a navigation menu with 13 items, each with a red circle containing a number. The main form area contains various input fields and buttons, also marked with red circles and numbers corresponding to the list above. The form is titled 'New Social Work Audit' and has a blue header with navigation tabs: Home, Supervisions, Meetings, Actions, Manage, and Audit.

1. Child / Young person's details (Navigation menu)

2. Case ID Number (Text input field)

3. Get Details (Green button)

4. Gender (Dropdown menu)

5. Age (Text input field)

6. Ethnicity (Dropdown menu)

7. Audit Type (Dropdown menu)

8. Date child became subject to (Text input field)

9. Does the child or young person have a disability? (Radio buttons: Yes, No)

10. Date identified (Text input field)

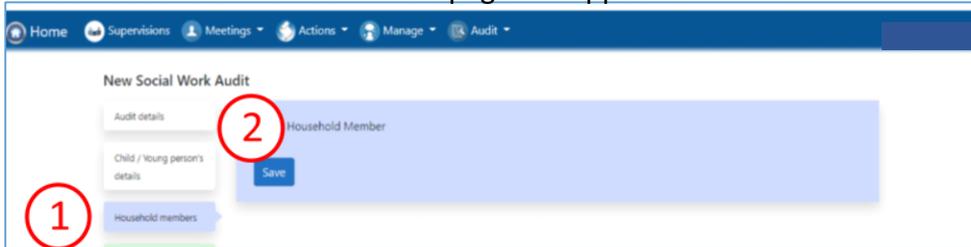
11. Nature of Disability (Free text input field)

12. Save (Blue button)

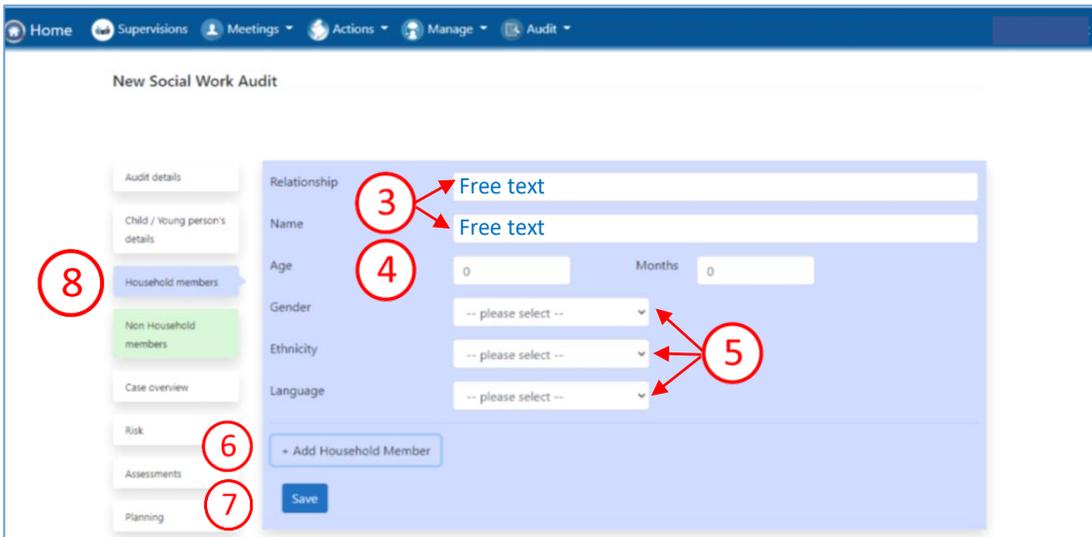
13. Child / Young person's details (Navigation menu)

Household and Non household members

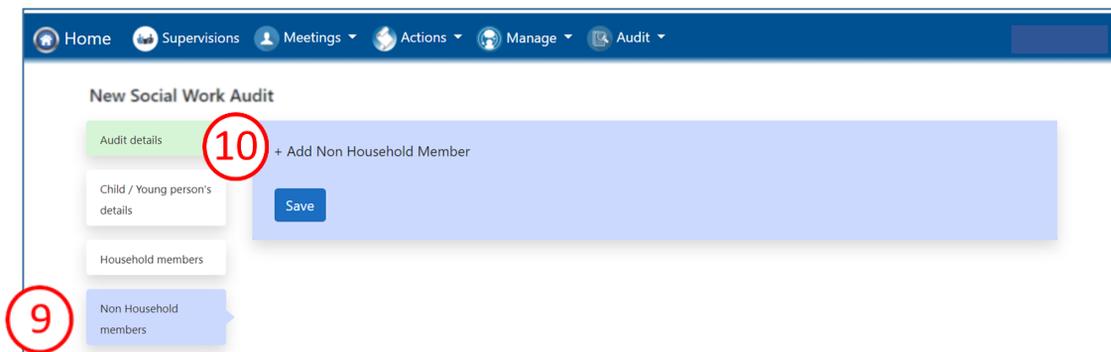
1. Select Household Members button from the column on the left hand side. This button is already green because this page is not mandatory. It can be left blank if the child does not have a household (e.g. lives independently or in residential care).
2. Select Add Household Member. A new page will appear.



3. Complete the text boxes from data from LCS
4. If the child is unborn, please use 0
5. Select from pick list. If the gender, ethnicity and language are not known, select “unknown” “Information to be obtained” and “Undefined”.
6. Select Add Household Member to add a second and subsequent people
7. [Save](#)
8. The Household members button will remain green



9. Select Non Household Members button from the column on the left hand side
10. Repeat the process for Non Household members



Case Overview

1. Select Case Overview button from the column on the left hand side. There is a character limit of 1500 on this section.
2. Complete overview
3. **Save**
4. Case overview button will go green

The screenshot displays the 'New Social Work Audit' form. The left-hand navigation menu contains several buttons: 'Audit details', 'Child / Young person's details', 'Household members', 'Non Household members', 'Case overview', and 'Risk'. The 'Case overview' button is highlighted in blue and circled with a red '1'. The main content area features a large text box labeled 'Free text...' with a blue border, circled with a red '2'. Below the text box is a blue bar containing a 'Save' button, circled with a red '3'. The 'Case overview' button in the navigation menu is also circled with a red '4'.

Free text boxes have a character limit to guide the auditor about the level of detail required. When you reach the character limit you will not be able to type any more.

Completing the key standards

There are 7 domains: risk; assessments; planning; voice of the child; management oversight; case file management; and impact. Each has a set of key standards.

Each domain is completed in the same way. You must complete all of them.

1. Select the domain button from the column on the left hand side
2. Select the Yes, No or N/A button to answer each key standard question.
3. Select a grade for this domain
4. Record your comments and rationale for the grade
5. Add your recommendations. A pop up window will appear. See next page for details on how to complete recommendations.
6. **Save** If the page does not save you should check through again to ensure you have not missed a question.
7. The domain button will go green when the details are correctly filled in

The screenshot shows the 'New Social Work Audit' interface. On the left is a vertical menu with buttons for 'Audit details', 'Child / Young person's details', 'Household members', 'Non Household members', 'Case overview', 'Risk', 'Assessments', 'Planning', 'Voice of the child', 'Management oversight', 'Case file management', 'Impact', 'Summary and Over Judgement', and 'SMART Recommendations'. The 'Risk' button is highlighted in blue and circled with a red '1'. A red '7' is also placed next to it. The main content area is titled 'There is timely identification, response and reduction of risk and need'. It contains several questions with radio button options for 'Yes', 'No', and 'N/A'. A red '2' is circled around the 'Yes' option for the first question: 'Strategy meetings and S47 are conducted when thresholds are met and within timescales'. Below the questions are radio buttons for 'Outstanding', 'Good', 'Requires Improvement', and 'Inadequate'. A red '3' is circled around the 'Outstanding' option. A text area for 'Free text...' is circled with a red '4'. At the bottom, there is a '+ Add SMART Recommendation' button circled with a red '5' and a 'Save' button circled with a red '6'.

Add SMART recommendation

When you select Add SMART recommendation the recommendations page will pop up

1. Complete **What** and **How**
2. **Who**: You must use a name, not a job title so that the actions feed into the staff member's supervision record. Complete by typing in first few characters and then select correct name from pick list. See Troubleshooting in **Audit Details** to help you find your staff member. Actions can be set for any staff member, not just the allocated worker.
3. **When**: Choose from drop down calendar
4. **Save**. The recommendation will disappear but is recorded and can be edited on the **SMART Recommendations** page at the bottom of the menu on the left of your screen

The screenshot shows a form titled "SMART Recommendations - Specific, Measurable, Achievable, Relevant, Timely". The form has four main sections: "What", "How", "Who", and "When".

- What**: outcome to be achieved for the child or young person. This section has a text input field with "Free text..." placeholder. A red circle with the number "1" and an arrow points to this field.
- How**: SMART actions require to achieve the outcome. This section has a text input field with "Free text..." placeholder.
- Who**: Who is to carry out the action? - This must be the name of the worker selected from the search results. A red circle with the number "2" points to this section.
- When**: Deadline for completion. This section has a date input field. A red circle with the number "3" points to this field.

At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (grey). A red circle with the number "4" points to the "Save" button.

A blue-bordered box with white text is overlaid on the "Who" section, containing the following text: "You MUST use the pick list: if you try to input a name the database does not recognise, YOUR RECOMMENDATION WILL NOT SAVE."

Summary and Overall Judgment

1. Select Summary and Overall Judgment from the buttons on the left hand side.
2. The grades pre-populate from each of the domains that you have completed and saved
3. Select an overall grade for your audit
4. Complete the free text boxes
5. Select whether the keyworker was consulted: Yes/No
6. SAVE
7. **Save** Summary and Overall Judgment button will go green when the details are correctly filled in

The screenshot shows a web application interface for a 'New Social Work Audit'. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New Social Work Audit' and features a sidebar on the left with various menu items. The 'Summary and Overall Judgement' section is highlighted in blue and contains several rows of text with associated grades. A radio button selection for overall grade is present, along with a text area for 'Give details of good practice that the worker has clearly demonstrated'. Below this is another text area for 'Give details of any identified learning about the case'. A question 'Was the keyworker consulted as part of the audit?' is followed by 'Yes' and 'No' radio buttons. At the bottom, there is a 'Key worker's reflections on the case file and the audit outcome' text area and a 'Save' button.

1 Summary and Overall Judgement

2 Requires Improvement

2 Inadequate

2 Inadequate

2 Requires Improvement

2 Requires Improvement

2 Inadequate

2 Requires Improvement

3 Outstanding Good Requires Improvement Inadequate

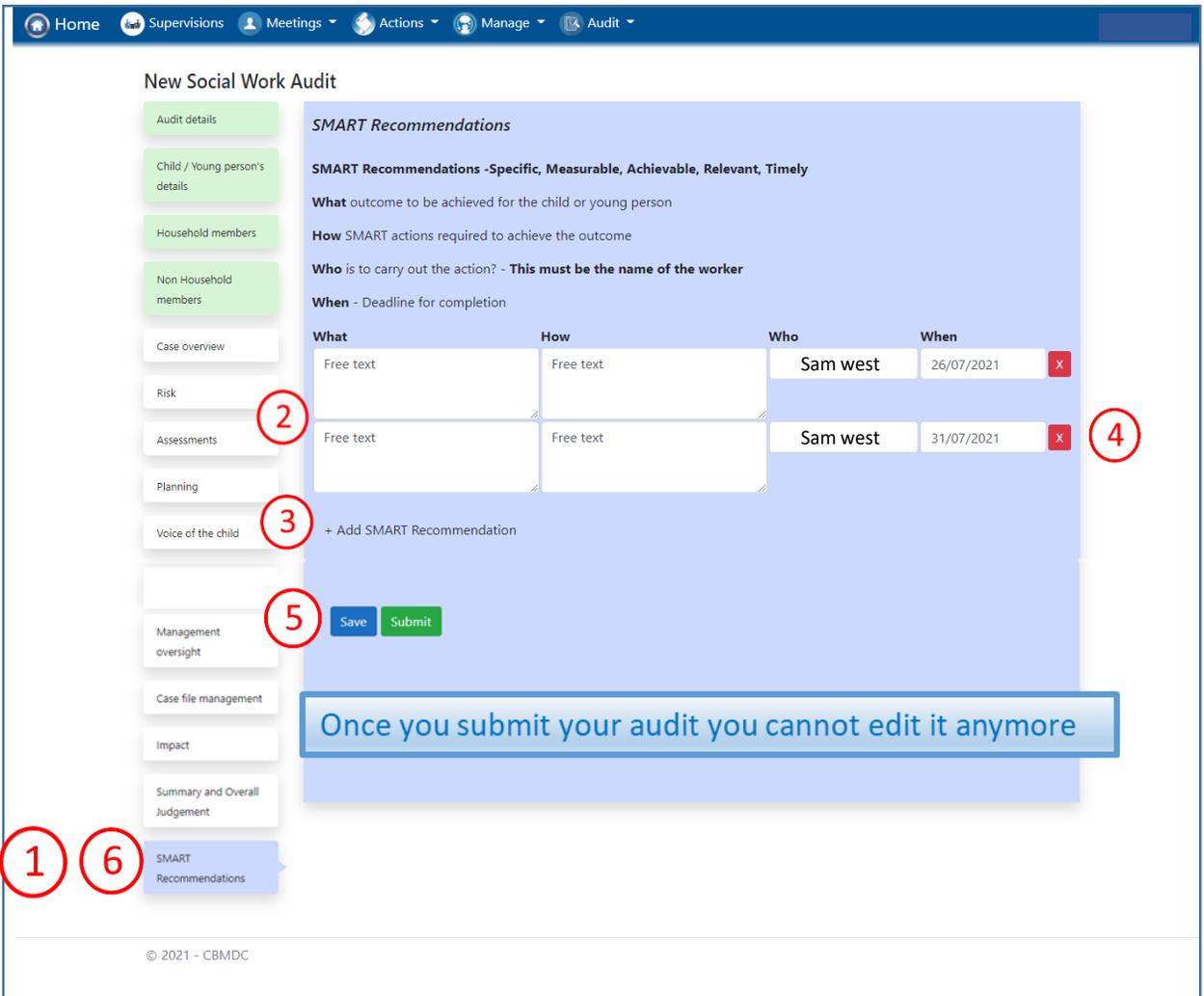
4 Free text...

5 Was the keyworker consulted as part of the audit? Yes No

6 Save

Review SMART Recommendations

1. Select SMART Recommendations from the buttons on the left hand side.
2. Review or amend the recommendations that have fed through from each section.
3. Add more recommendations if you need to
4. You can delete recommendations but YOU MUST **Save** THE PAGE FIRST. Then select 
5. **Save** and then **Submit** once you are satisfied the audit is complete.
6. The SMART recommendations button will go green when the audit has been submitted



New Social Work Audit

Audit details

Child / Young person's details

Household members

Non Household members

Case overview

Risk

Assessments

Planning

Voice of the child

Management oversight

Case file management

Impact

Summary and Overall Judgement

SMART Recommendations

SMART Recommendations

SMART Recommendations - Specific, Measurable, Achievable, Relevant, Timely

What outcome to be achieved for the child or young person

How SMART actions required to achieve the outcome

Who is to carry out the action? - **This must be the name of the worker**

When - Deadline for completion

What	How	Who	When
Free text	Free text	Sam west	26/07/2021 
Free text	Free text	Sam west	31/07/2021 

+ Add SMART Recommendation

Save **Submit**

Once you submit your audit you cannot edit it anymore

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Once submitted, notification that the audit has been completed will be automatically sent to the Allocated Worker, the Team Manager, and the Service Manager. The allocated worker can access the audit in **My Audits**.

You can also view your completed audits in **My Audits**. See drop down menu from the Audit tab.

You can export to pdf and print the completed audit using this icon from any page once the audit has been submitted

