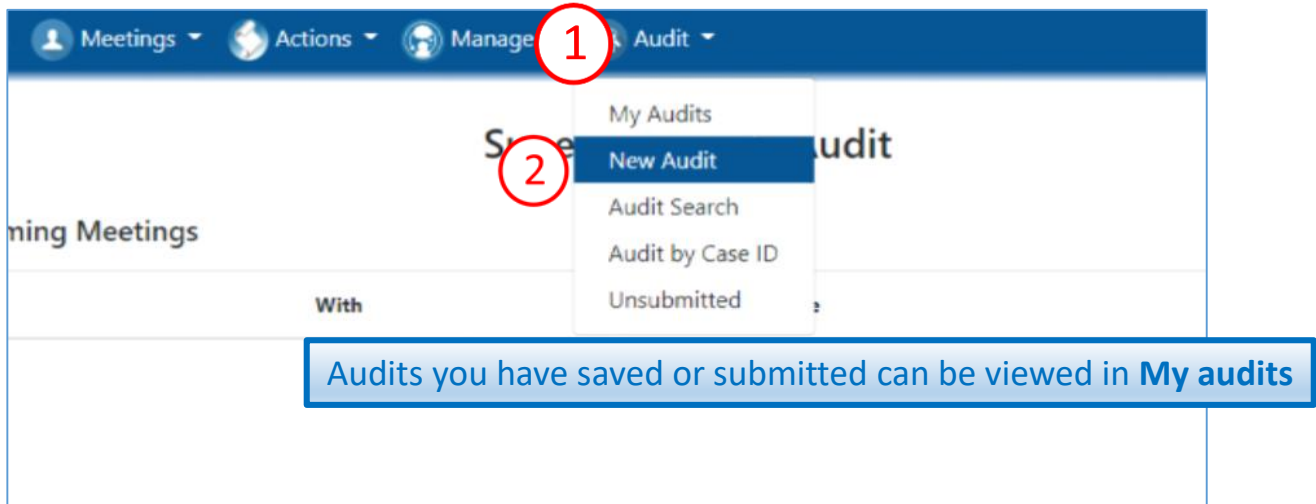


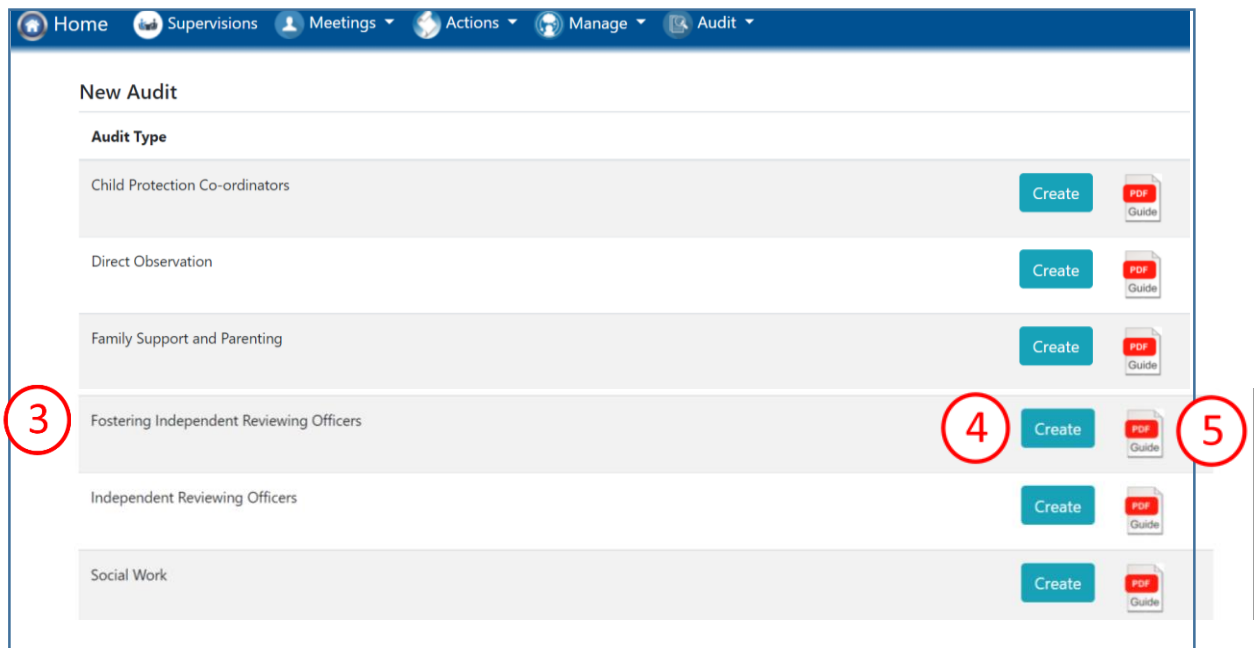
Using the audit database – Fostering IRO audit

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 – Fostering Independent Reviewing Officers audit
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 Supervising Social Worker and Team Manager by typing in the first four characters of names and then select correct name from pick list.
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

The screenshot shows a web application interface for creating a new audit. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main heading is 'New Fostering Independent Reviewing Officers Audit'. On the left, a vertical menu contains several options: 'Audit details' (highlighted in blue), 'Carer's information', 'Pre Meeting Prep', 'Assessment', 'Placement', 'Role of the SSW', and 'Management'. The main form area has the following fields: 'Auditor' (with a callout 6), 'Date audit completed' (with a callout 2), 'Supervising Social Worker' (with a callout 3 and a picklist), 'Team Manager' (with a callout 3 and a picklist), and 'Team Name' (with a callout 5). A 'Save' button is located at the bottom right of the form, with a callout 4. A callout 1 points to the 'Audit details' button in the left menu, and a callout 7 points to the 'Audit details' button in the left menu.

This page **MUST** be completed fully, using **ONLY** names from the picklists. If you leave any sections blank, your audit will be lost. **YOU MUST SAVE THE PAGE AND ENSURE THE AUDIT DETAILS BUTTON HAS GONE GREEN BEFORE PROCEEDING WITH YOUR AUDIT.**

Troubleshooting

Green buttons

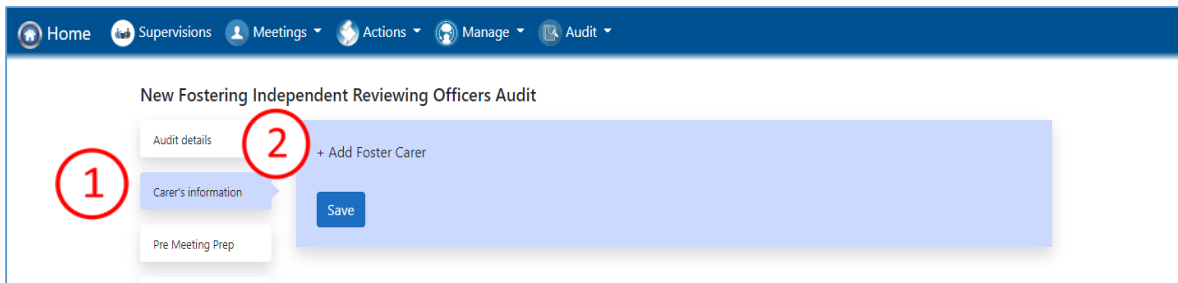
All fields in the audit are mandatory and you cannot submit an audit until every field is completed. The button for each page will go green when you have correctly filled it in.

If you can't find your worker...

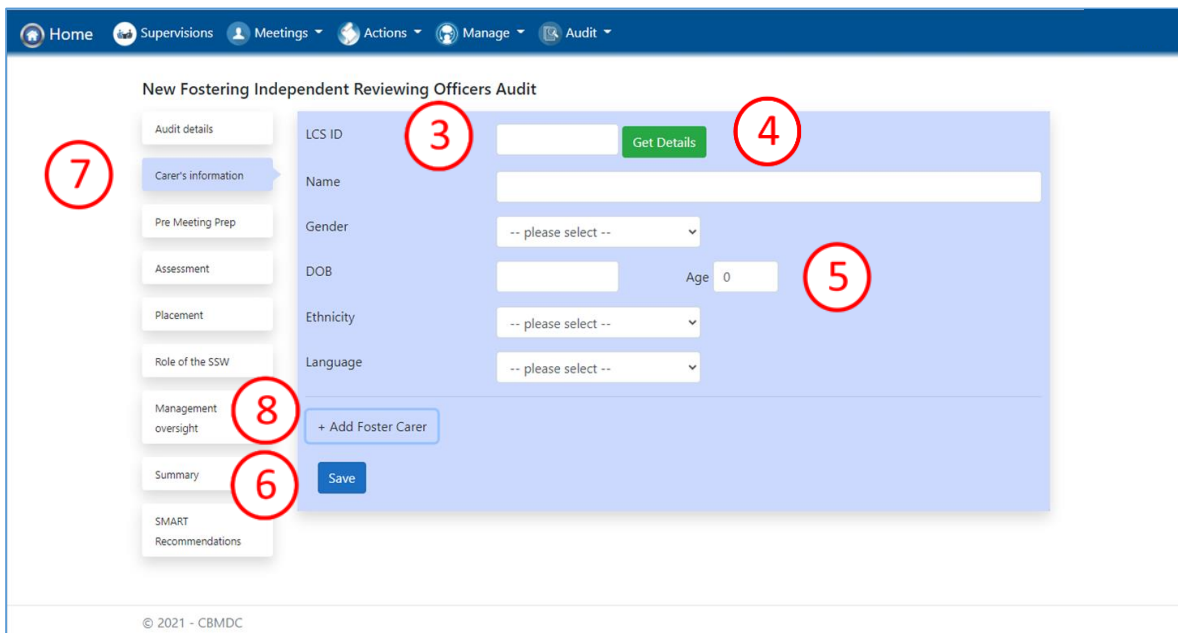
- Consider alternative versions of names: worker's names are pulled from SAP where full names are often used – e.g. Victoria rather than Vicky, Mohammed Ali , not just Ali
- Try using Bradnet to search for other names your worker may be known by . You can use the search facility to search the bit you are sure of, e.g. surname.
- 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

Carer's information

1. Select Carer's information button from the column on the left hand side
2. Select +Add Foster Carer



3. Type in Case ID number for the carer you intend to audit
4. Select **Get Details**. The carer's details will populate from LCS into the page. You can amend any information that is not correct. If you do, please remember to make a SMART recommendation to update this
5. The carer's age at the date of the audit will populate automatically when the page is saved
6. **Save**
7. The Carer's information button will go green when the details are correctly filled in
8. To add additional Carers in the household, select +Add Foster Carer and repeat the process above.



Completing the domains

There are 5 domains: Pre Meeting Prep; Assessment; Placement; Role of the SSW; and Management Oversight.

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 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**
7. The domain button will go green when the details are correctly filled in

The screenshot shows a web application interface for 'New Fostering Independent Reviewing Officers Audit'. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New Fostering Independent Reviewing Officers Audit' and features a sidebar on the left with domain buttons: 'Audit details', 'Carer's information', 'Pre Meeting Prep' (highlighted in blue), 'Assessment', 'Placement', 'Role of the SSW', 'Management oversight', 'Summary', and 'SMART Recommendation'. The main panel is titled 'Pre Meeting Prep - Key standards' and contains three questions with radio button options for 'Yes', 'No', and 'N/A':
1. 'Evidence that information has been shared with foster carer prior to the review' (radio buttons for Yes, No, N/A).
2. 'Previous recommendations have been completed and followed up' (radio buttons for Yes, No, N/A).
3. 'Steps are taken to ensure children, young people and relevant professionals are able to effectively participate in the review' (radio buttons for Yes, No, N/A).
Below these questions are four radio button options for a grade: 'Outstanding', 'Good', 'Requires Improvement', and 'Inadequate'. A 'Comment on the quality of the work' section contains a 'Free text' input area. At the bottom, there is a '+ Add SMART Recommendation' link and a 'Save' button. Red circles with numbers 1 through 7 are overlaid on the image to indicate the steps: 1 points to the 'Pre Meeting Prep' button; 2 points to the 'Yes' radio button for the second question; 3 points to the 'Outstanding' radio button; 4 points to the 'Free text' input area; 5 points to the '+ Add SMART Recommendation' link; 6 points to the 'Save' button; and 7 points to the 'Pre Meeting Prep' button in the sidebar.

Make sure you have not missed any questions: if you do not answer them all, you will not be able to submit the audit

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, each with a red circled number and an arrow pointing to it:

- 1** **What** outcome to be achieved for the child or young person. Below this is a text input field with "Free text..." placeholder.
- 2** **How** SMART actions require to achieve the outcome. Below this is a text input field with "Free text..." placeholder.
- 3** **Who** is to carry out the action? - **This must be the name of the worker selected from the search results**. Below this is a dropdown menu.
- 4** **When** - Deadline for completion. Below this is a date picker.

At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (grey).

A blue-bordered box with white text is overlaid on the form, containing the following warning:

You MUST use the pick list: if you try to input a name the database does not recognise, YOUR RECOMMENDATION WILL NOT SAVE.

Summary

1. Select Summary from the buttons on the left hand side.
2. The grades pre-populate from each of the key standards that you have completed and saved
3. Select an overall grade for your audit
4. Complete the free text boxes
5. **Save**
6. The Summary button will go green when the details are correctly filled in

Home Supervisions Meetings Actions Manage Audit

Edit Fostering Independent Reviewing Officers Audit

- Audit details
- Carer's information
- Pre Meeting Prep
- Assessment
- Placement
- Role of the SSW
- Management oversight
- Summary**
- SMART Recommendations

Summary

Pre Meeting Prep	Requires Improvement
Assessment	Good
Placement	Inadequate
Role of the SSW	Good
Management Oversight	Requires Improvement

Outstanding Good Requires Improvement Inadequate

Give details of good practice that the worker has demonstrated

Free text...

Give details of any identified learning and actions




Free text...

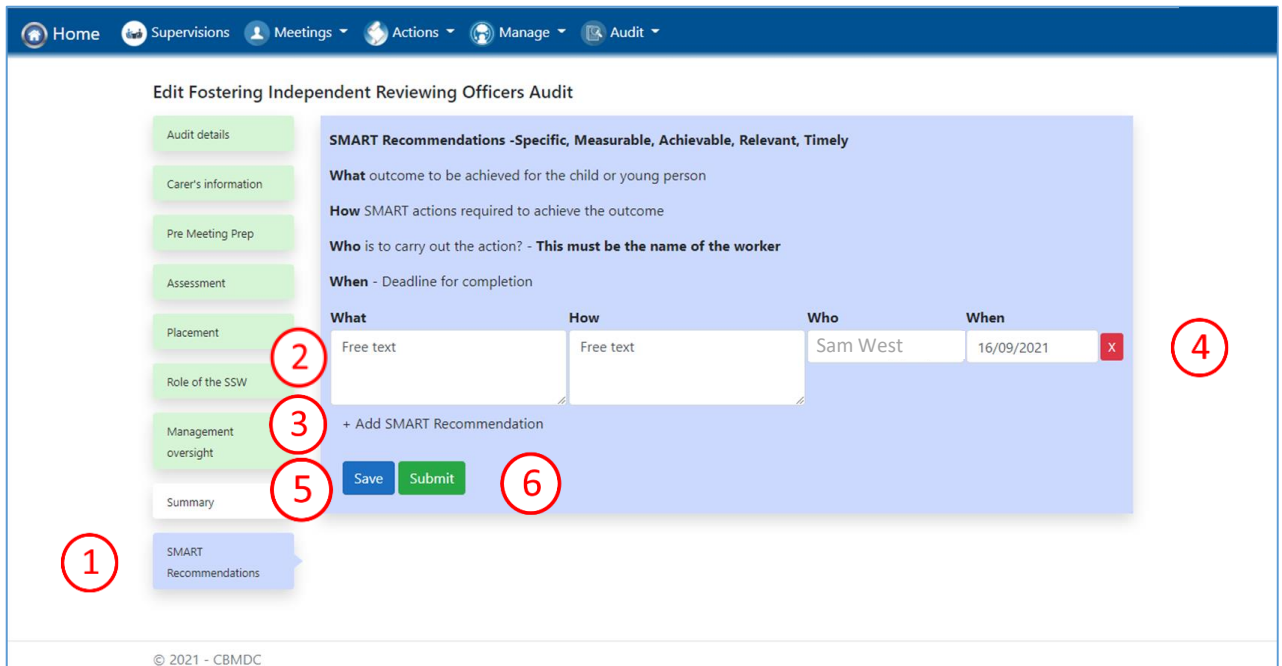
Save

Date Submitted
Created by
Last updated by

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Review SMART Recommendations

1. Select SMART Recommendations
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. 
6.  once you are satisfied the audit is complete.



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Once you submit your audit you cannot edit it anymore

Once submitted, notification that the audit has been completed will be automatically sent to the Supervising Social Worker and their Team Manager. The Supervising Social 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

