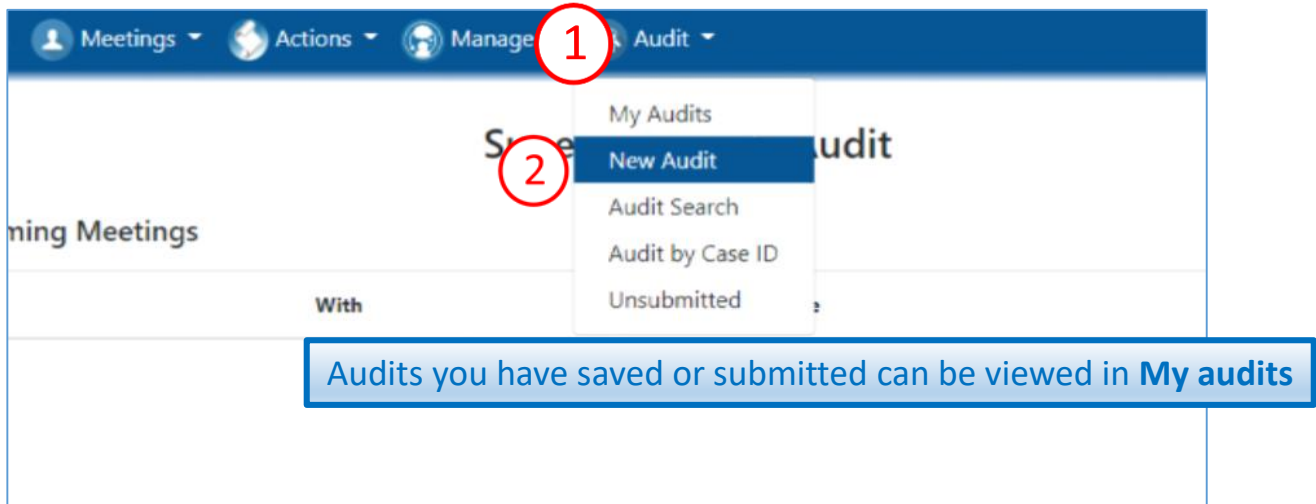


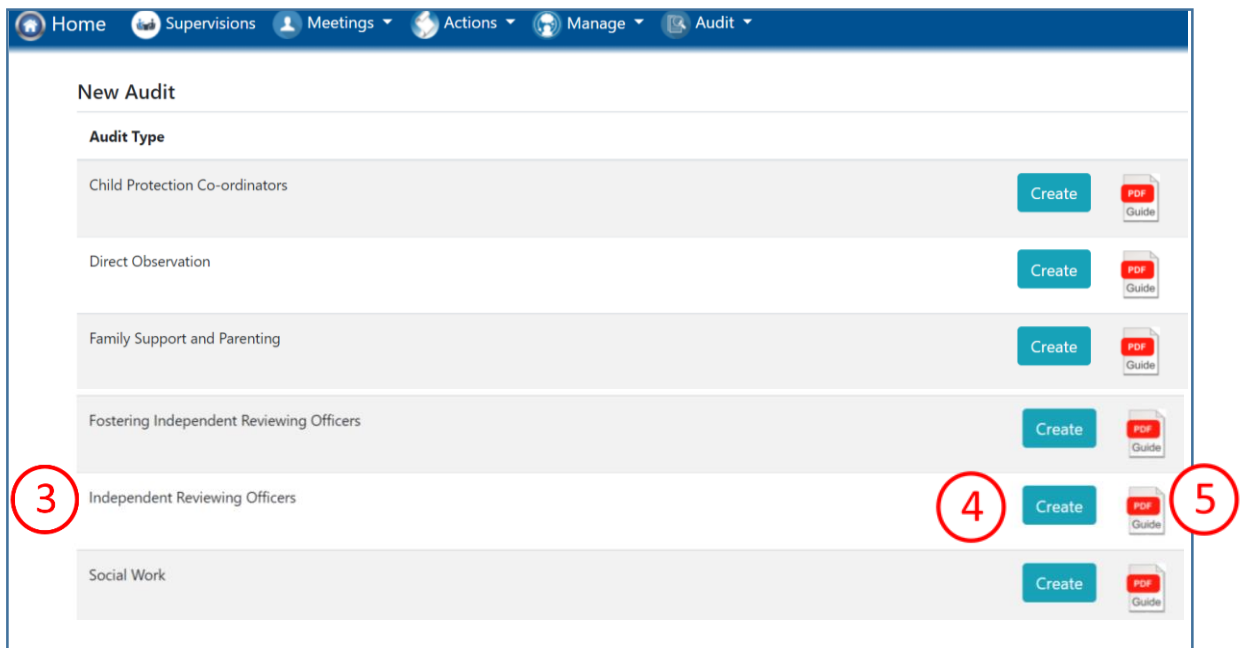
Using the audit database – Independent Reviewing Officers Audit

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 – Independent Reviewing Officers
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. Select audit type
4. Complete Allocated worker and Team Manager by typing in the first four characters of names and then select correct name from pick list.
5. Select Locality
6. **Save**
7. The team name will populate automatically when the page is saved
8. Your name will populate automatically when the page is saved
9. 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 IRO Audit. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New IRO Audit' and features a sidebar on the left with a menu of options: 'Audit details' (highlighted in blue), 'Child or young person's information', 'Pre Meeting Prep', 'Assessment and Care Planning', 'Child's Voice and Participation', and 'Family Participation and Multi Agency Working'. The main form area contains the following fields: 'Auditor' (with a red circle 8), 'Date audit completed' (with a red circle 2), 'Audit Type' (a dropdown menu showing '4 Month CiC Review' with a red circle 3), 'Allocated Worker' (with a red circle 4 and an arrow pointing to a picklist), 'Team Manager' (with a red circle 4 and an arrow pointing to a picklist), 'Team Name' (with a red circle 7), and 'Locality' (a dropdown menu showing '16+' with a red circle 5). At the bottom of the form is a blue 'Save' button with a red circle 6. A red circle 9 is placed over the 'Audit details' button in the sidebar.

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

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 and Management Oversight Section of the audit
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 is disabled, please include details in the Disability text box
7. **Save**
8. The Child/Young Person's details button will go green when the details are correctly filled in

The screenshot shows a web application interface for a 'New IRO Audit'. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New IRO Audit' and features a sidebar on the left with several menu items: 'Audit details', 'Child or young person's information', 'Pre Meeting Prep', 'Assessment and Care Planning', 'Child's Voice and Participation', and 'Family Participation and Multi Agency Working'. The 'Child or young person's information' menu item is highlighted in blue and has a red circle with the number '1' next to it. The main form area contains the following fields and controls:

- 'ID Number': A text input field with a red circle '2' next to it.
- 'Get Details': A green button with a red circle '3' next to it.
- 'Child / Young Persons' Full Name': A text input field.
- 'Gender': A dropdown menu with the text '-- please select --' and a red circle '4' next to it.
- 'DOB': A text input field with a red circle '4' next to it.
- 'Age': A dropdown menu with the text '-- please select --' and a red circle '5' next to it.
- 'Ethnicity': A dropdown menu with the text '-- please select --'.
- 'Primary Language': A dropdown menu with the text '-- please select --'.
- 'Disability': A text input field with the placeholder text 'Free text...' and a red circle '6' next to it.
- 'Save': A blue button with a red circle '7' next to it.

On the left sidebar, the 'Child or young person's information' menu item is highlighted in blue and has a red circle '8' next to it.

Completing the domains

There are 6 domains: Pre Meeting Prep; Assessment and Care Planning; Child's Voice and Participation; Family Participation and Multi Agency Working; Case File and Management Oversight; and Impact.

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 a 'New IRO Audit'. On the left is a vertical navigation menu with buttons for 'Audit details', 'Child or young person's information', 'Pre Meeting Prep', 'Assessment and Care Planning', 'Child's Voice and Participation', 'Family Participation and Multi Agency Working', 'Case File and Management Oversight', 'Impact - What Difference Are We Making', 'Summary', and 'SMART Recommendations'. The 'Pre Meeting Prep' button is highlighted in blue and has a red circle with the number '1' next to it. The 'Pre Meeting Prep' domain is selected in the main content area, which has a blue header 'Pre Meeting Prep - Key standards'. It contains three questions, each with 'Yes', 'No', and 'N/A' radio button options. A red circle with the number '2' is next to the 'Yes' option for the second question. Below the questions are radio buttons for 'Outstanding', 'Good', 'Requires Improvement', and 'Inadequate', with a red circle and the number '3' next to 'Outstanding'. A 'Free text' input area is below that, with a red circle and the number '4' next to it. A '+ Add SMART Recommendation' button is below the text area, with a red circle and the number '5' next to it. A 'Save' button is at the bottom, with a red circle and the number '6' next to it. The 'Pre Meeting Prep' button in the left menu has a red circle with the number '7' next to it.

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** points to the "What" section, which has the label "What outcome to be achieved for the child or young person" and a text input field containing "Free text...".
- 2** points to the "How" section, which has the label "How SMART actions require to achieve the outcome" and a text input field containing "Free text...".
- 3** points to the "Who" section, which has the label "Who is to carry out the action? - This must be the name of the worker selected from the search results".
- 4** points to the "When" section, which has the label "When - Deadline for completion" and a date input field.

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 "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

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

The screenshot shows the 'New IRO Audit' interface. On the left is a vertical menu with buttons for 'Audit details', 'Child or young person's information', 'Pre Meeting Prep', 'Assessment and Care Planning', 'Child's Voice and Participation', 'Family Participation and Multi Agency Working', 'Case File and Management Oversight', 'Impact – What Difference Are We Making', 'Summary', 'SMART', and 'Recommendations'. The 'Summary' button is highlighted with a blue arrow and a red circle containing the number 1. The main content area is titled 'Summary' and contains a table of standards with their current grades. A red circle with the number 2 is placed over the 'Outstanding' grade for 'Adult Participation and Multi Agency Working'. Below the table are radio buttons for 'Outstanding', 'Good', 'Requires Improvement' (which is selected), and 'Inadequate', with a red circle and the number 3 over the 'Requires Improvement' option. Below the radio buttons are two text input fields, each with a red circle and the number 4 over it. At the bottom left is a 'Save' button with a red circle and the number 5 over it. At the bottom right are labels for 'Date Submitted', 'Created by', and 'Last updated by'. A red circle with the number 6 is placed over the 'Summary' button in the left-hand menu.

Home Supervisions Meetings Actions Manage Audit

New IRO Audit

Audit details

Child or young person's information

Pre Meeting Prep

Assessment and Care Planning

Child's Voice and Participation

Family Participation and Multi Agency Working

Case File and Management Oversight

Impact – What Difference Are We Making

Summary

SMART

Recommendations

Summary

Pre Meeting Prep	Requires Improvement
Assessment and Care Planning	Requires Improvement
Child's Voice and Participation	Requires Improvement
Adult Participation and Multi Agency Working	Outstanding
Case File and Management Oversight	Requires Improvement
Impact – What Difference Are We Making	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

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

