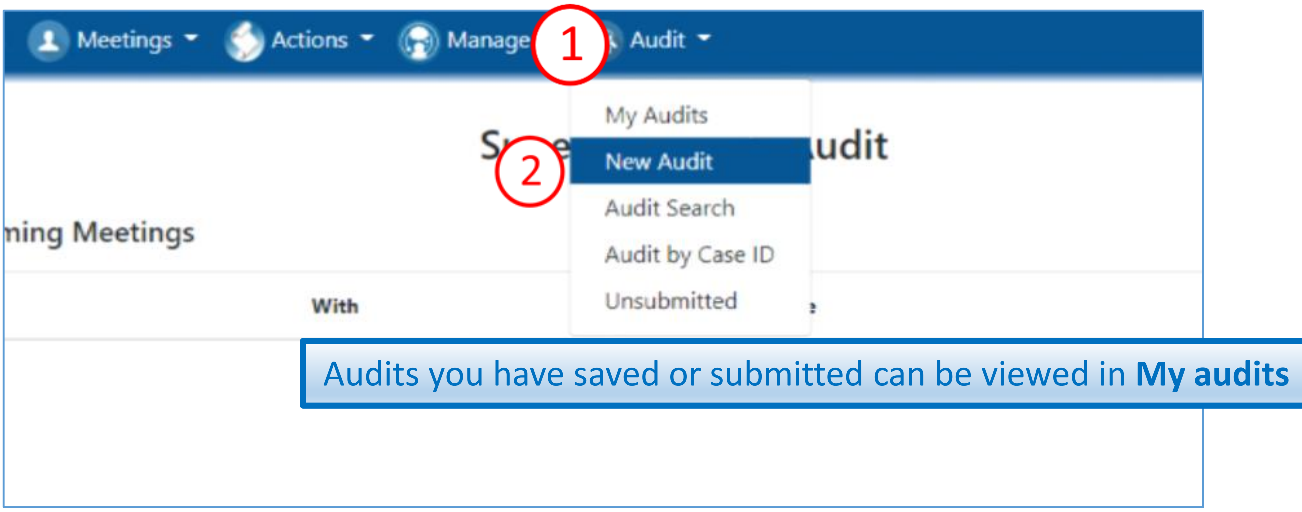
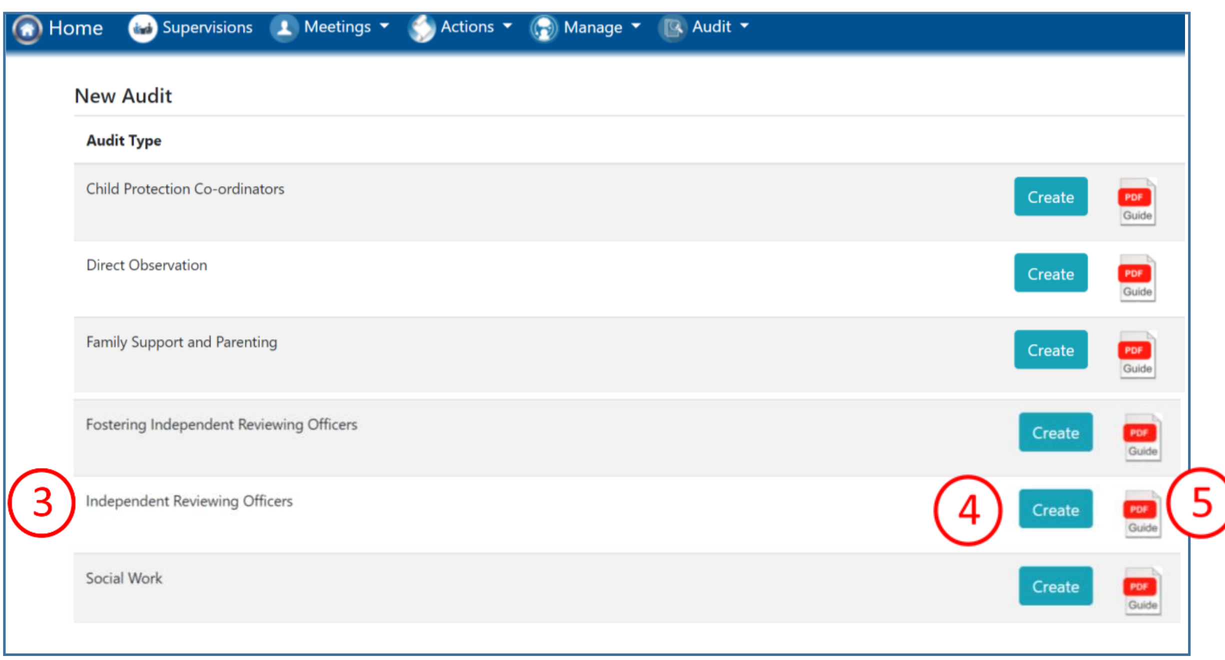
Using the audit database – Independent Reviewing Officers Audit

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.



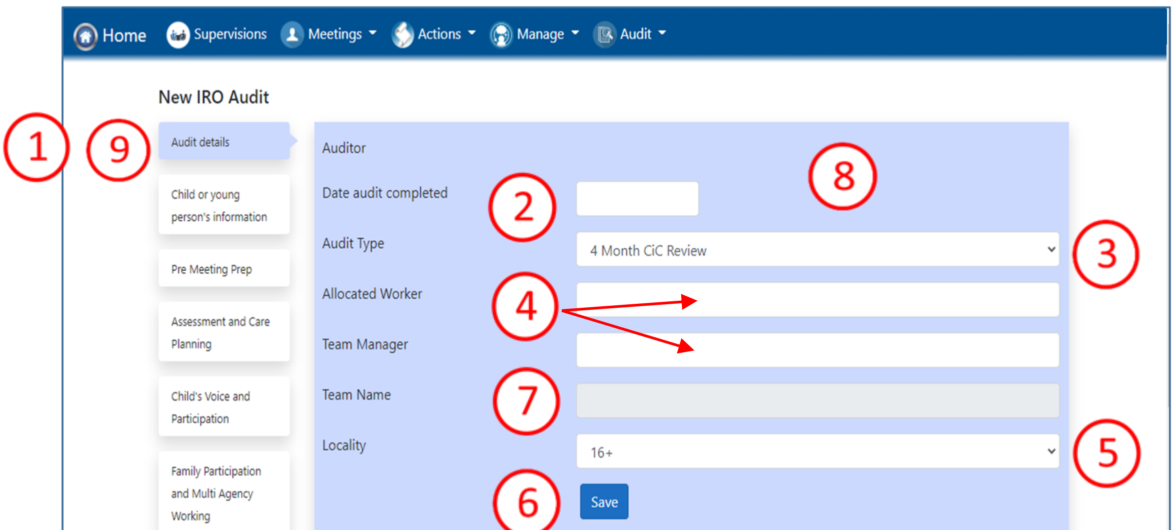
3. Choose audit type – Independent Reviewing Officers
4. Select **Create**
5. The guide to each audit is available here too.



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



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

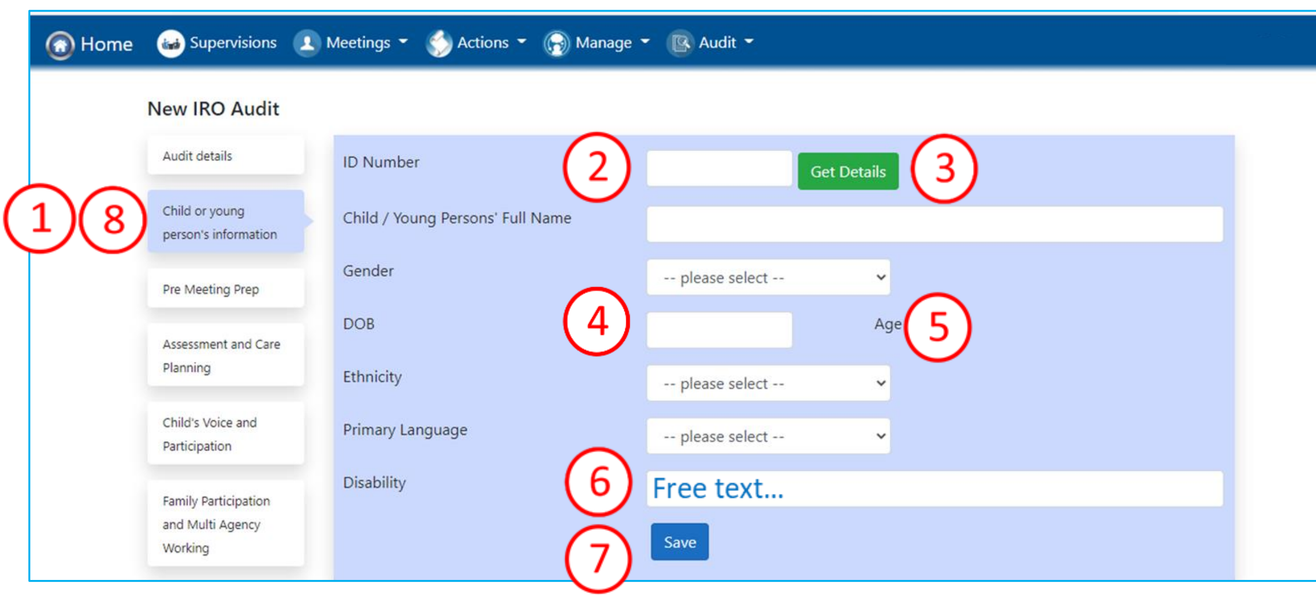
All fields in the audit are mandatory and you cannot submit an audit until every field is completed. The button for each page will go green when you have correctly filled it in.

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

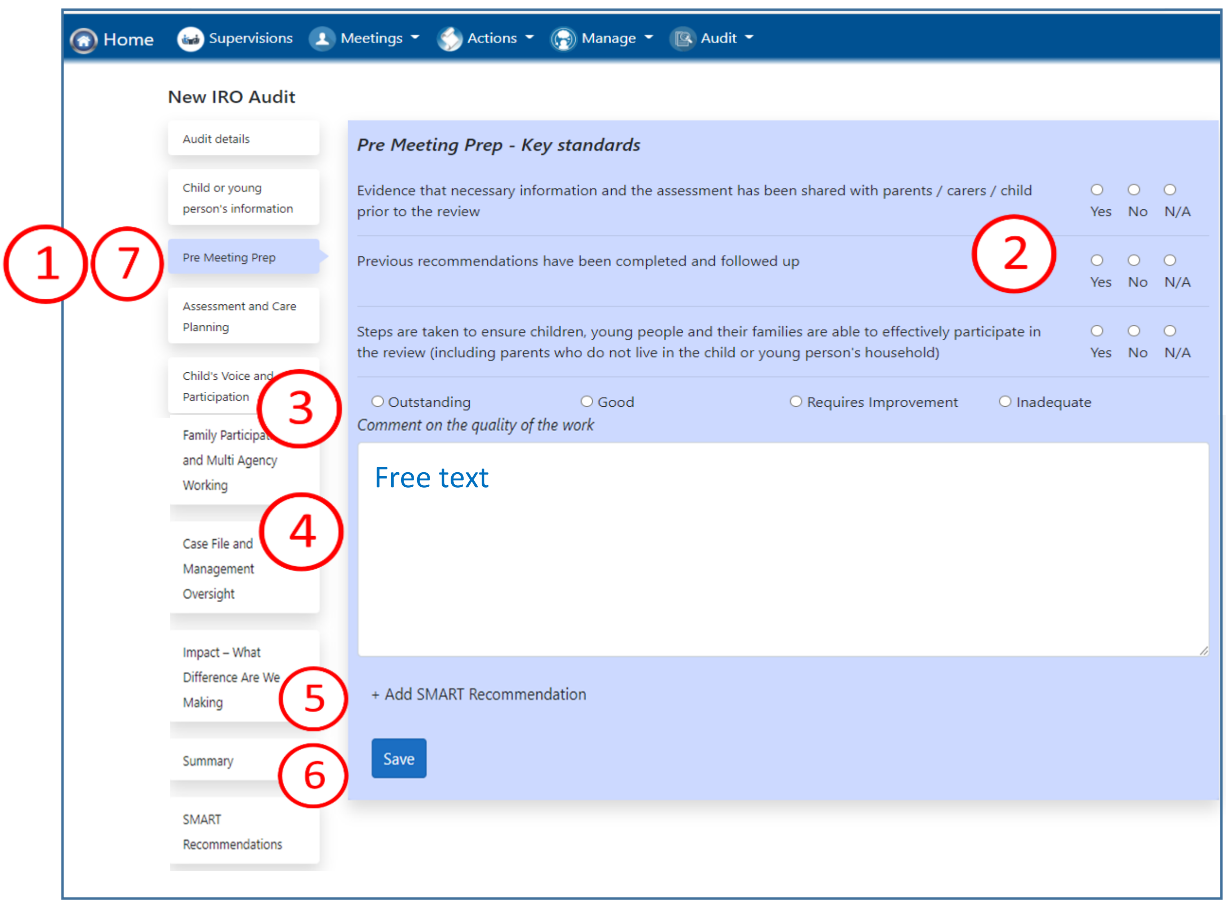


Completing the domains

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

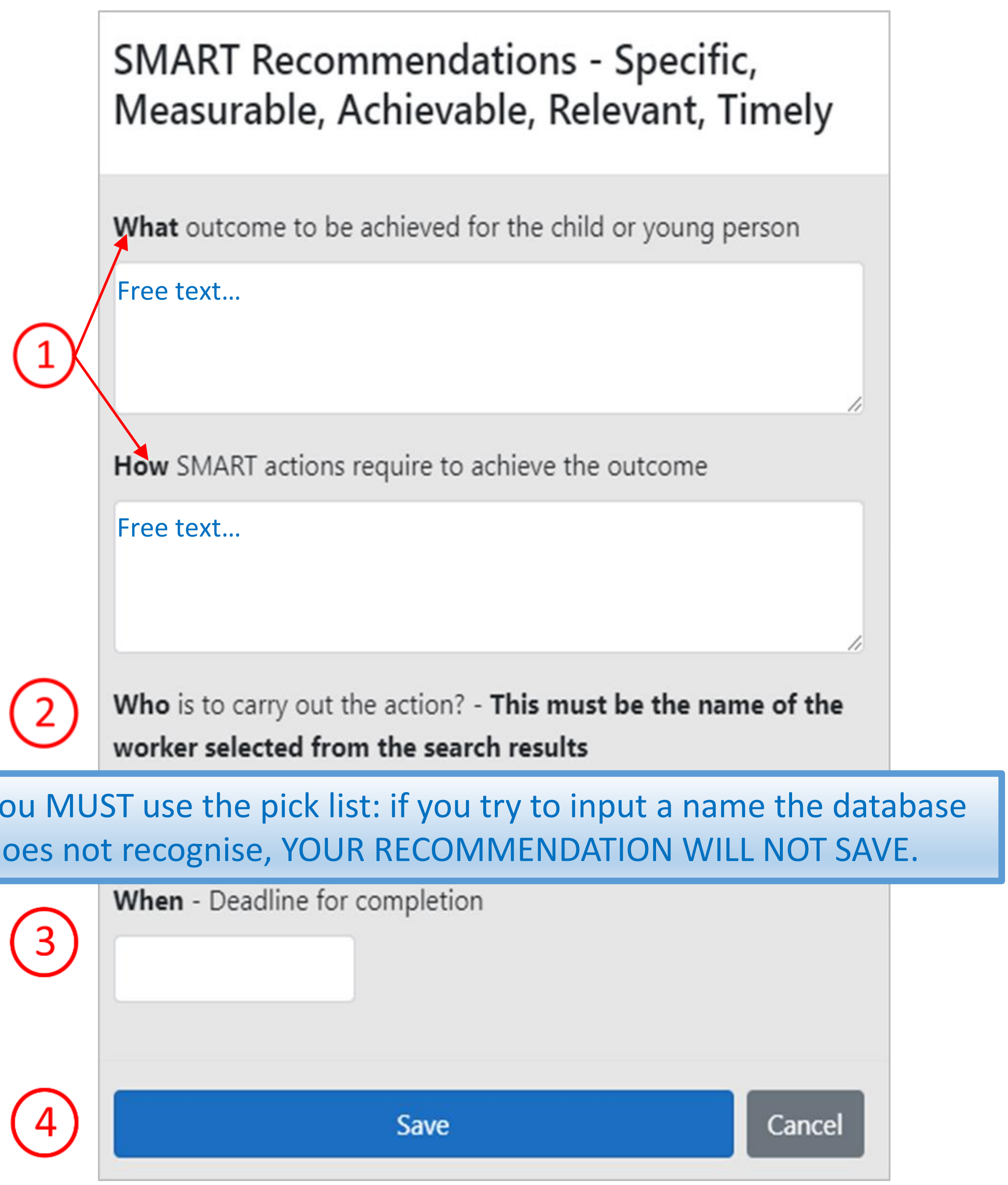


Make sure you have not missed any questions: if you do not answer them all, you will not be able to submit the audit

Add SMART recommendation

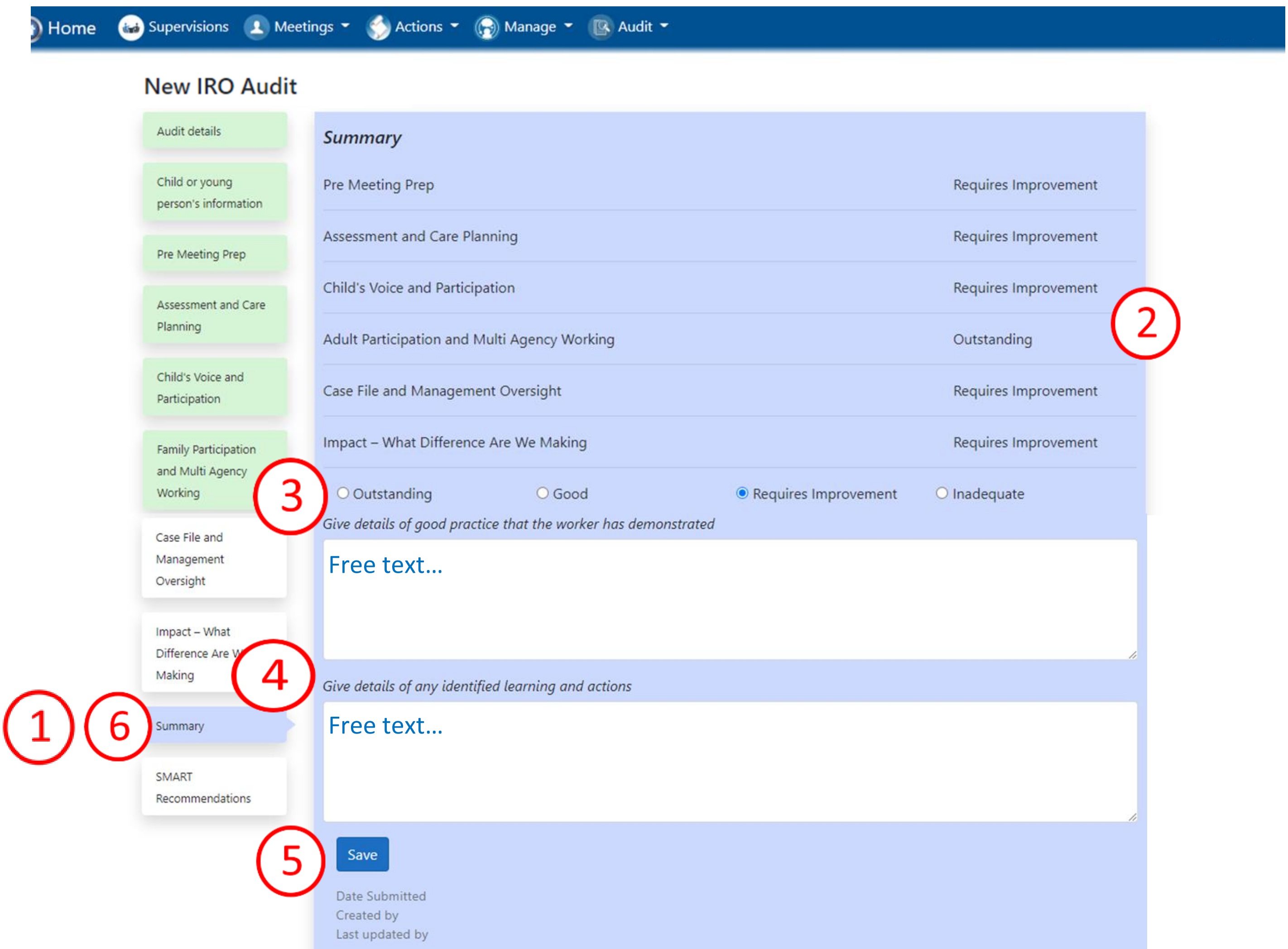
When you select Add SMART recommendation the recommendations page will pop up

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



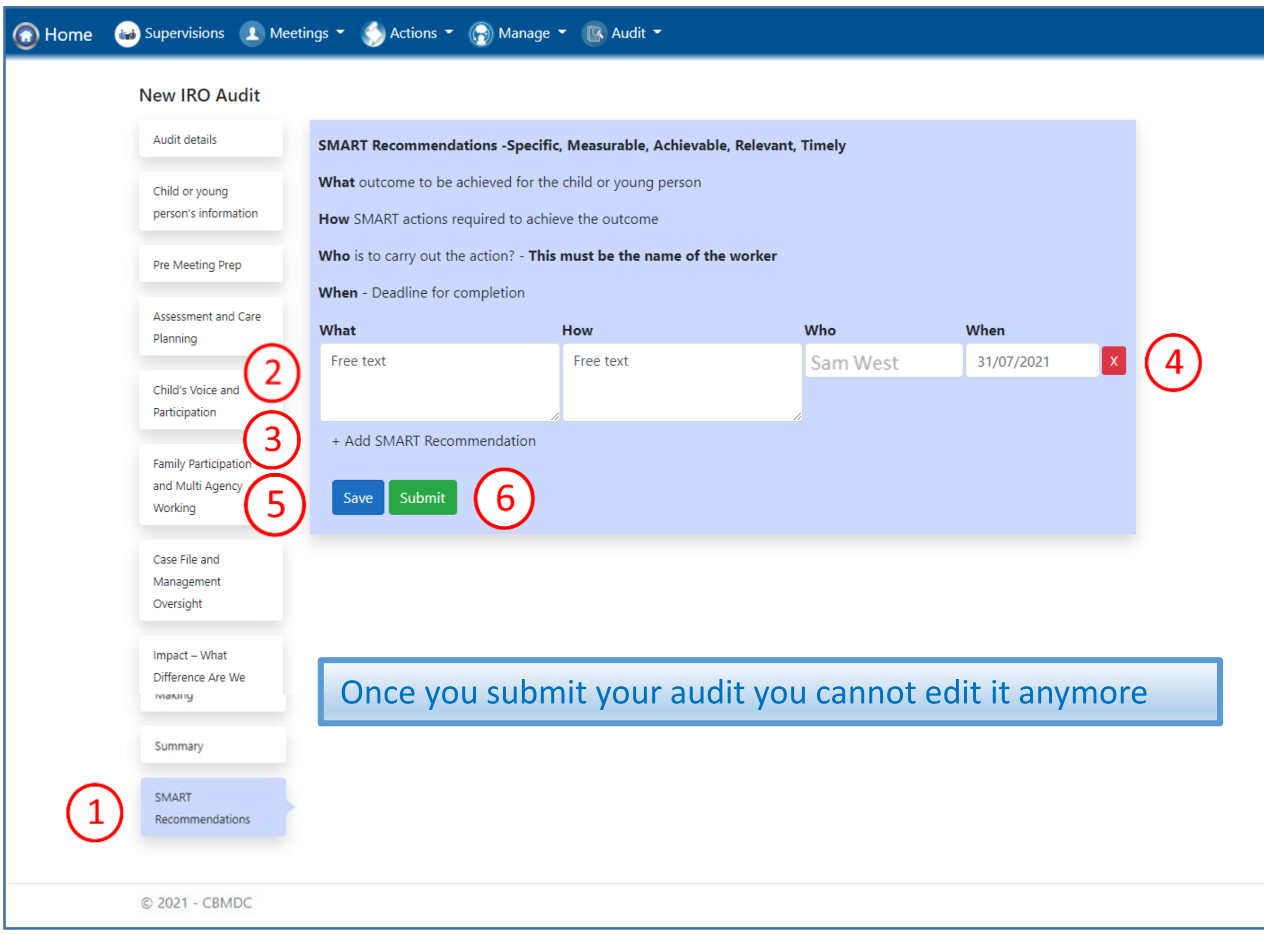
Summary

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



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 X
5. Save
6. Submit once you are satisfied the audit is complete.



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