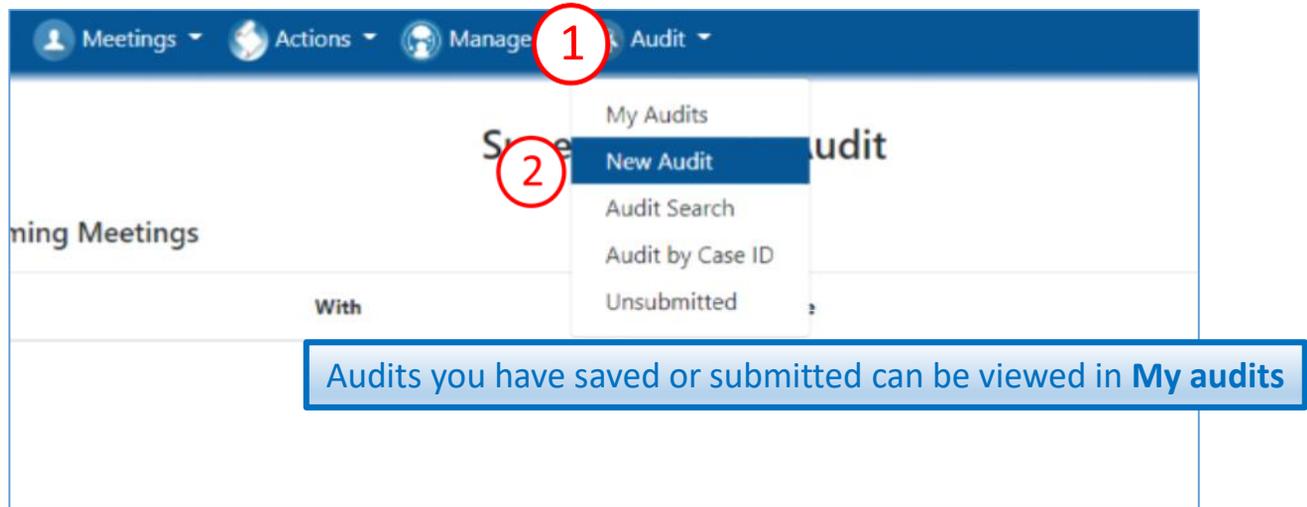


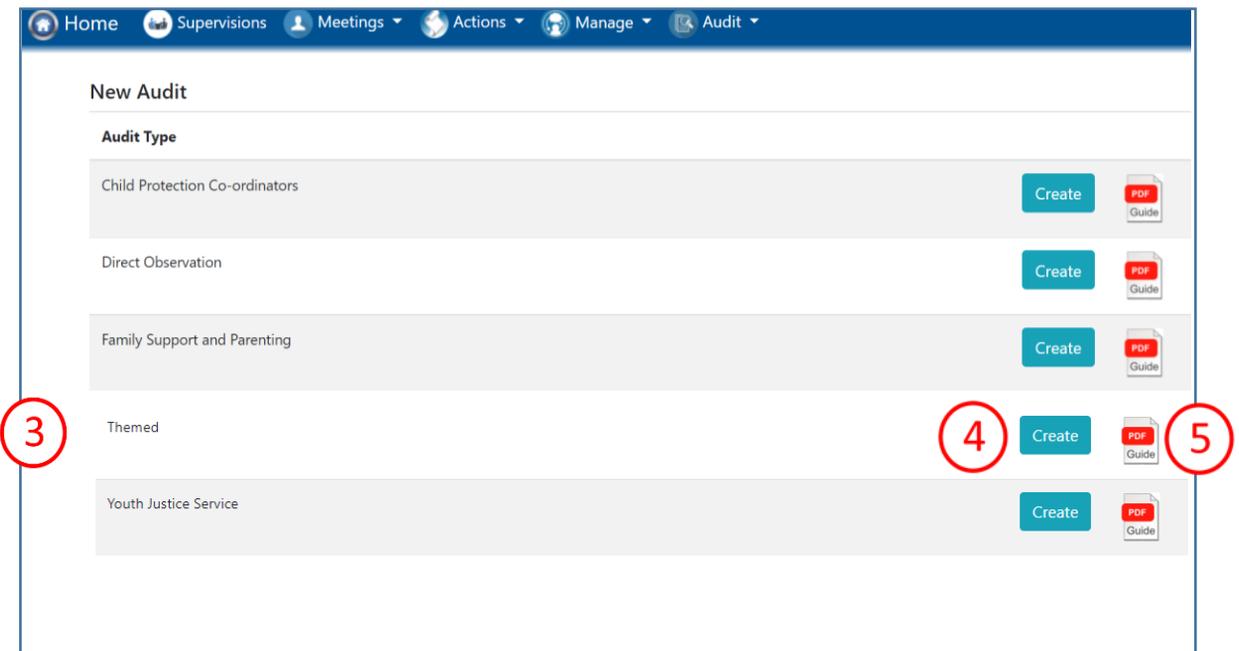
Using the audit database – Themed audit

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 – Themed
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 and Team Manager and CP Co-ordinator/IRO (if applicable) 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 themed audit. On the left, there is a vertical menu with several options: 'Audit details' (highlighted in blue), 'Child / Young person's details', 'Household members' (green), 'Non Household members' (green), 'Case overview', and 'Risk'. The main area contains a form with the following fields: 'Auditor' (populated with a name), 'Date audit completed' (a date picker), 'Allocated Worker' (a text input with a dropdown arrow), 'Team Manager' (a text input with a dropdown arrow), 'Team Name' (a text input), and 'CP Chair/IRO (where applicable)' (a text input). A blue 'Save' button is located at the bottom right of the form. Red circles with numbers 1 through 7 are overlaid on the image: 1 and 7 are on the 'Audit details' button; 2 is on the date picker; 3 has arrows pointing to the 'Allocated Worker' and 'Team Manager' dropdowns; 4 is on the 'Save' button; 5 is on the right side of the form; and 6 is on the 'Auditor' field.

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 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 . 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 management 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. Record the themed audit description as emailed to you. Please ensure this is recorded correctly in order that the audit can be collected from the database.
7. Select the date the child became subject to their current plan from the drop down calendar
8. If the child is disabled, select Yes, and disability information details boxes will appear.
9. For Date identified, please use drop down calendar.
10. Nature of Disability and Impact/severity are free text boxes
11. **Save**
12. 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 Themed Audit'. On the left is a vertical navigation menu with 12 items, each in a light blue box. Item 12, 'Child / Young person's details', is highlighted in a darker blue. On the right is the main form area with various input fields. Red circles with numbers 1 through 12 are overlaid on the form to indicate the steps described in the list above. Step 1 points to the 'Child / Young person's details' menu item. Step 2 points to the 'Case ID Number' text input field. Step 3 points to the green 'Get Details' button. Step 4 points to the 'DOB' text input field. Step 5 points to the 'Age' text input field. Step 6 points to the 'Audit Type' free text input field. Step 7 points to the 'Date child became subject to current type of plan' date picker. Step 8 points to the 'Disability' section, specifically the 'Yes' radio button. Step 9 points to the 'Date identified' date picker. Step 10 points to the 'Nature of Disability' free text input field. Step 11 points to the blue 'Save' button. Step 12 points to the 'Child / Young person's details' menu item.

Navigation: Home, Supervisions, Meetings, Actions, Manage, Audit

New Themed Audit

- 1 Audit details
- 12 Child / Young person's details
- Household members
- Non Household members
- Case overview
- Risk
- Assessments
- Planning
- Voice of the child
- Family engagement
- Multi agency working
- Management oversight
- Case file management
- Impact
- Summary and Overall Judgement

Case ID Number **Get Details**

Child / Young Persons' Full Name

Gender

DOB Age

Ethnicity

Primary Language

Referral Date

Audit Type

Date child became subject to current type of plan

Disability
Does the child or young person have a disability? Yes No

Date identified

Nature of Disability

Impact/severity

Save

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.

The screenshot shows the 'New Themed Audit' interface. On the left sidebar, the 'Household members' button is highlighted with a red circle labeled '1'. In the main content area, the '+ Add Household Member' button is highlighted with a red circle labeled '2'. The form contains sections for 'Audit details', 'Child / Young person's details', and 'Household members'.

3. Complete the text boxes from data from LCS
4. If the child is unborn, please use 0
5. Select from pick list
6. Select Add Household Member to add a second and subsequent people
7. **Save**
8. The Household members button will remain green

The screenshot shows the 'New Themed Audit' form with the 'Add Household Member' form open. Red circles and arrows highlight specific fields: '3' points to the 'Relationship' and 'Name' text boxes; '4' points to the 'Age' input field; '5' points to the 'Gender', 'Ethnicity', and 'Language' dropdown menus; '6' points to the '+ Add Household Member' button; '7' points to the 'Save' button; and '8' points to the 'Non Household members' button in the left sidebar.

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

The screenshot shows the 'New Themed Audit' interface. On the left sidebar, the 'Non Household members' button is highlighted with a red circle labeled '9'. In the main content area, the '+ Add Non Household Member' button is highlighted with a red circle labeled '10'. The form contains sections for 'Audit details', 'Child / Young person's details', 'Household members', and 'Non Household members'.

Case Overview

1. Select Case Overview button from the column on the left hand side
2. Complete overview
3. **Save**
4. Case overview button will go green

The screenshot shows a web application interface for a 'New Themed Audit'. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New Themed Audit' and contains a sidebar on the left and a main text area on the right. The sidebar has 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 has a red circle with the number '1' next to it. The 'Child / Young person's details' button has a red circle with the number '2' next to it. The 'Save' button is highlighted in blue and has a red circle with the number '3' next to it. The 'Case overview' button has a red circle with the number '4' next to it. The main text area has a placeholder text 'Free text...' and a red circle with the number '2' next to it. The 'Save' button is located at the bottom right of the main text area.

Completing the domains

There are 7 domains: risk; assessments; planning; voice of the child; management oversight; case file management; 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 a grade for this domain
3. Record your responses to the questions sent on your audit details sheet, numbering each answer and at the end summarise your rationale for the grade.
4. Add your recommendations. A pop up window will appear. See next page for details on how to complete recommendations
5. **Save**
6. The domain button will go green when the details are correctly filled in

The screenshot shows the 'New Themed Audit' interface. On the left is a vertical navigation menu with buttons for 'Audit details', 'Child / Young person details', 'Household members', 'Non Household members', 'Case overview', 'Risk', 'Assessments', 'Planning', and 'Voice of the child'. The 'Risk' button is highlighted in blue and has a red circle with the number '1' next to it. The 'Assessments' button has a red circle with the number '6' next to it. The 'Child / Young person details' button has a red circle with the number '2' next to it. The 'Assessments' button also has a red circle with the number '4' next to it. The 'Planning' button has a red circle with the number '5' next to it. The main content area is titled 'There is timely identification, response and reduction of risk and need' and contains radio buttons for 'Outstanding', 'Good', 'Requires Improvement', and 'Inadequate'. Below this is a text area for 'Comment on the quality of the work: Have all the risks been identified for this child or young person? Does the plan effectively manage the risk? Include brief examples to support your judgment'. A large white text box labeled 'Free text' is visible. At the bottom of the main content area is a blue 'Save' button.

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: "What outcome to be achieved for the child or young person" with a "Free text..." input field.
- 2** points to the "How" section: "How SMART actions require to achieve the outcome" with a "Free text..." input field.
- 3** points to the "Who" section: "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: "When - Deadline for completion" with 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 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 social worker was consulted: Yes/No
6. [Save](#)
7. The Summary and Overall Judgment button will go green when the details are correctly filled in

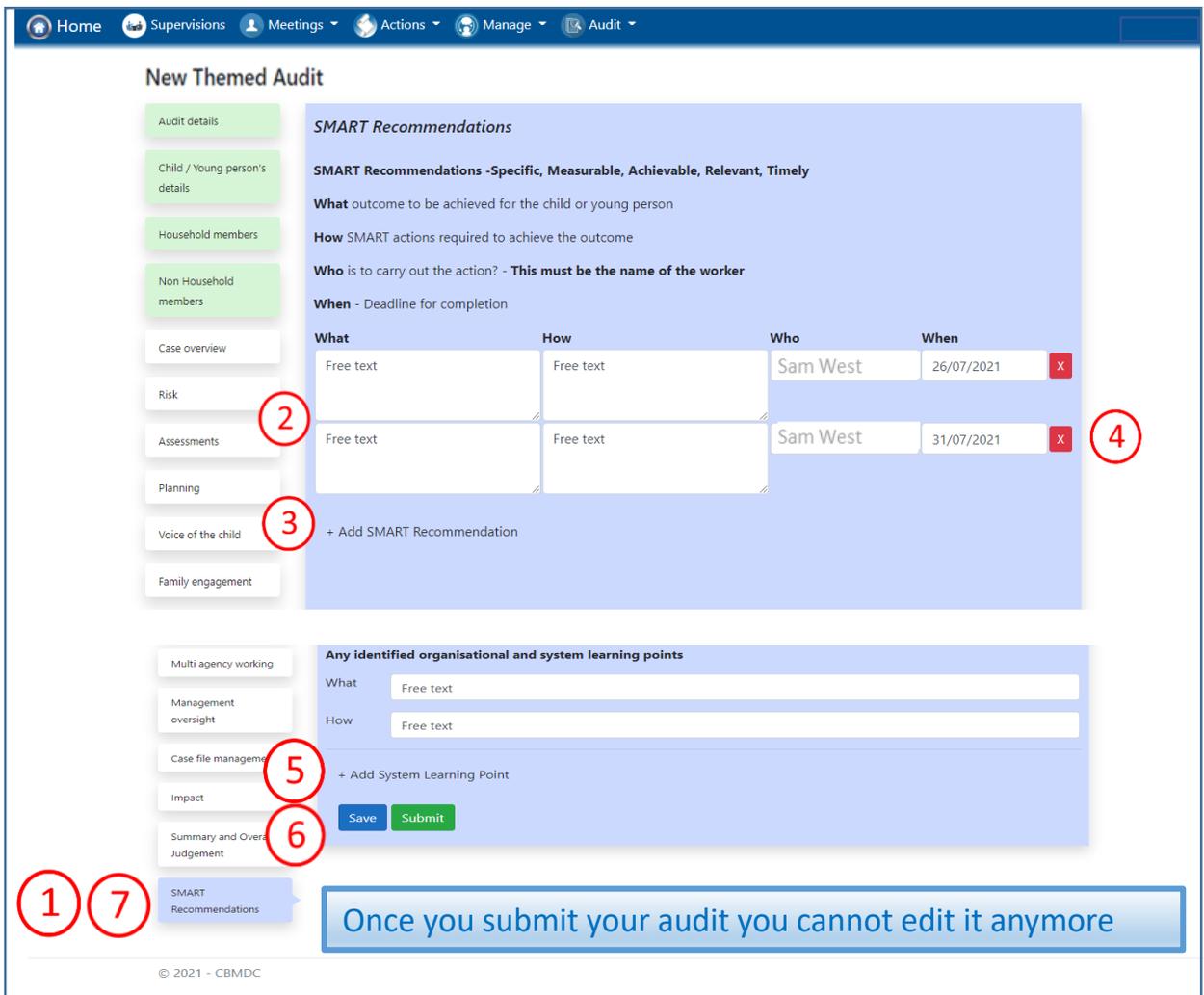
The screenshot shows a web application interface for a 'New Themed Audit'. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New Themed Audit' and features a sidebar on the left with various audit categories. The 'Summary and Overall Judgement' category is selected and highlighted with a red circle labeled '1'. The main form area is divided into several sections:

- Summary and Overall Judgement:** A table with 7 rows, each containing a description and a grade. The grades are: Good, Requires Improvement, Good, Good, Good, Good, and Good. A red circle labeled '2' highlights the 'Good' grade in the second row.
- Impact:** A section titled 'Impact: how have we made a difference to the child or young person's life?' with radio buttons for 'Outstanding', 'Good' (selected), 'Requires Improvement', and 'Inadequate'. A red circle labeled '3' highlights the 'Good' radio button.
- Free text boxes:** Three large text areas for providing details of good practice, identified learning, and key worker reflections. A red circle labeled '4' highlights the first free text box.
- Was the keyworker consulted as part of the audit?:** A question with radio buttons for 'Yes' and 'No'. A red circle labeled '5' highlights the 'Yes' radio button.
- Save:** A blue 'Save' button at the bottom of the form. A red circle labeled '6' highlights the button.
- Summary and Overall Judgement button:** A button in the sidebar that is highlighted in blue. A red circle labeled '7' highlights this button.

At the bottom of the page, there is a footer: '© 2021 - CBMDC'.

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. Add organisational and system learning points
6.  and then  once you are satisfied the audit is complete.
7. The SMART recommendations button will go green when the audit has been submitted



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Once submitted, notification that the audit has been completed will be automatically sent to the Allocated Worker, the Team Manager, the Service Manager and the CP Co-ordinator/IRO where applicable. 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

