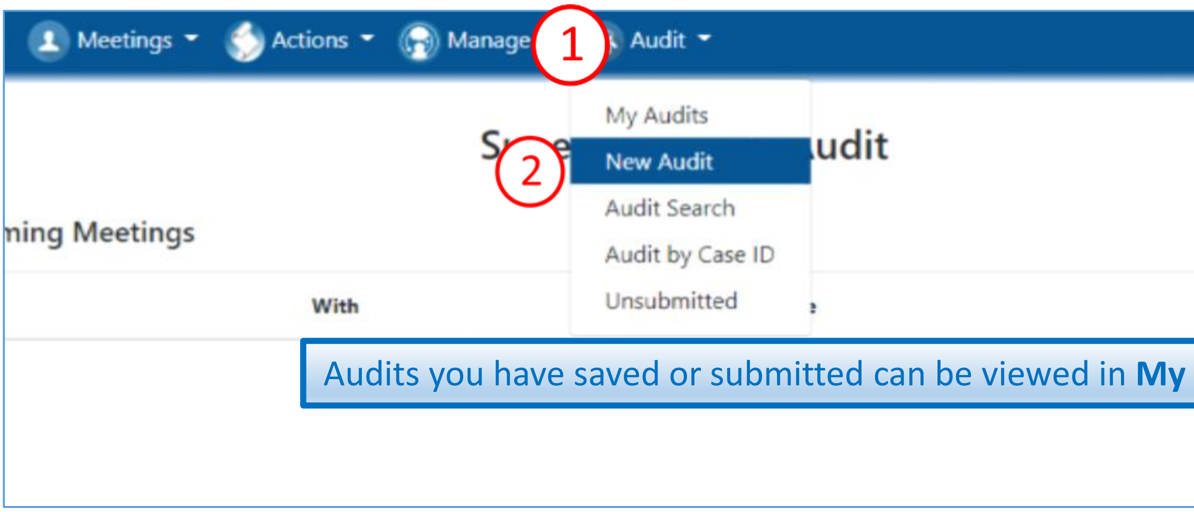
Using the audit database – Themed audit

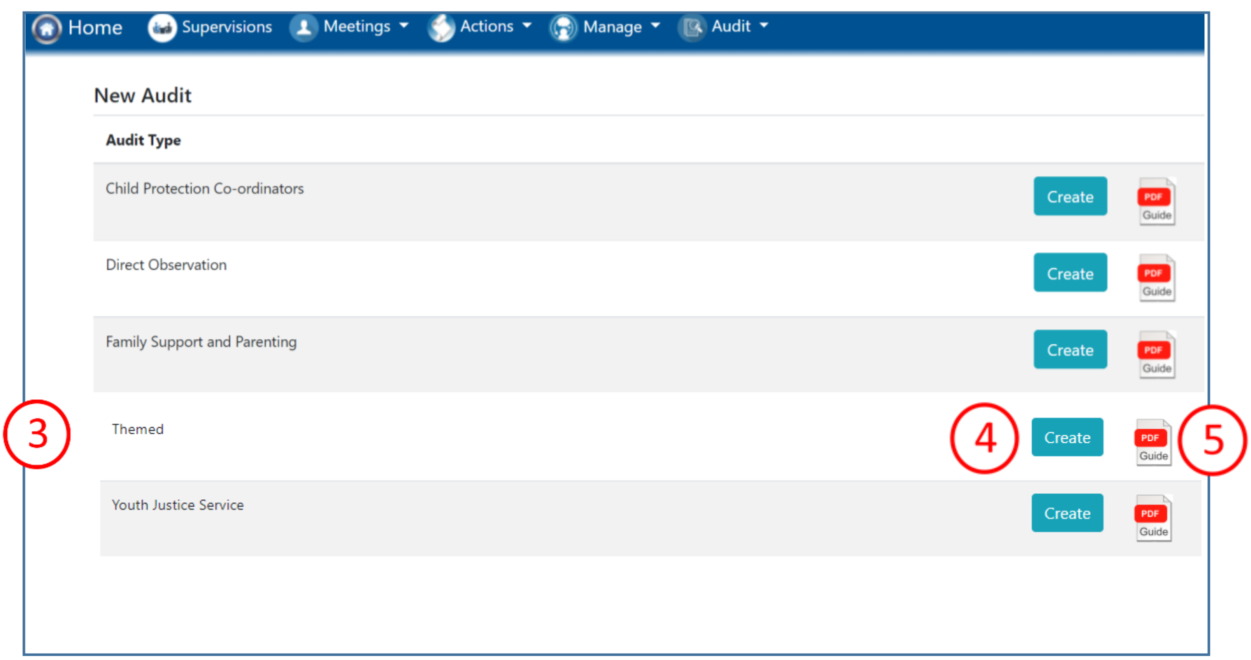
Open browser and enter link http://supervision.bradford.gov.uk/

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



Audits you have saved or submitted can be viewed in **My audits**

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

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

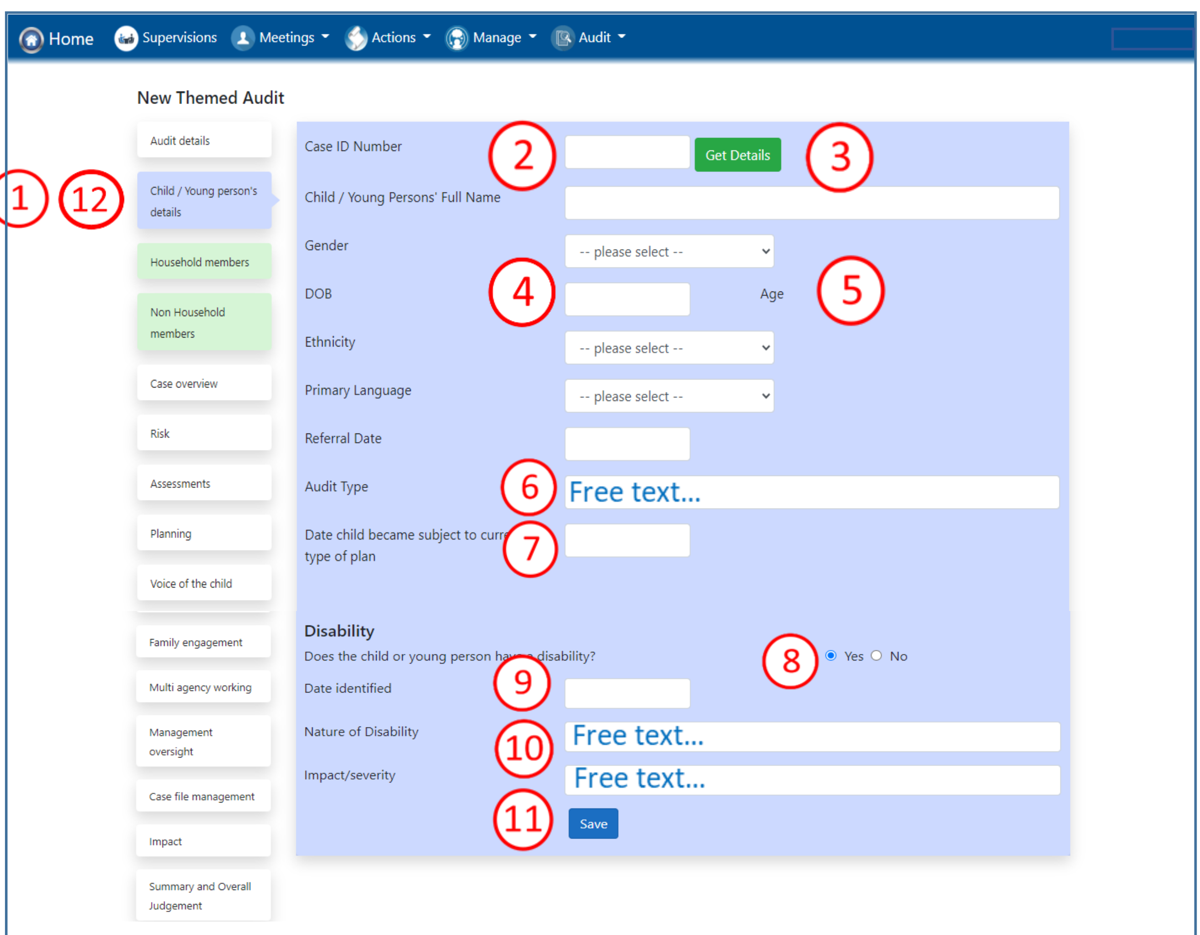
All fields in the audit are mandatory unless stated and you cannot submit an audit until every field is completed. The button for each page will go green when you have correctly filled it in. The household members and non-household members buttons are already green because these are the only non-mandatory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

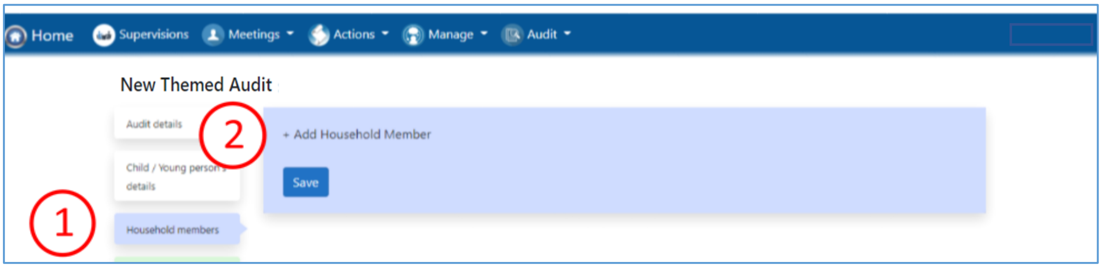
Child/young person’s details

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

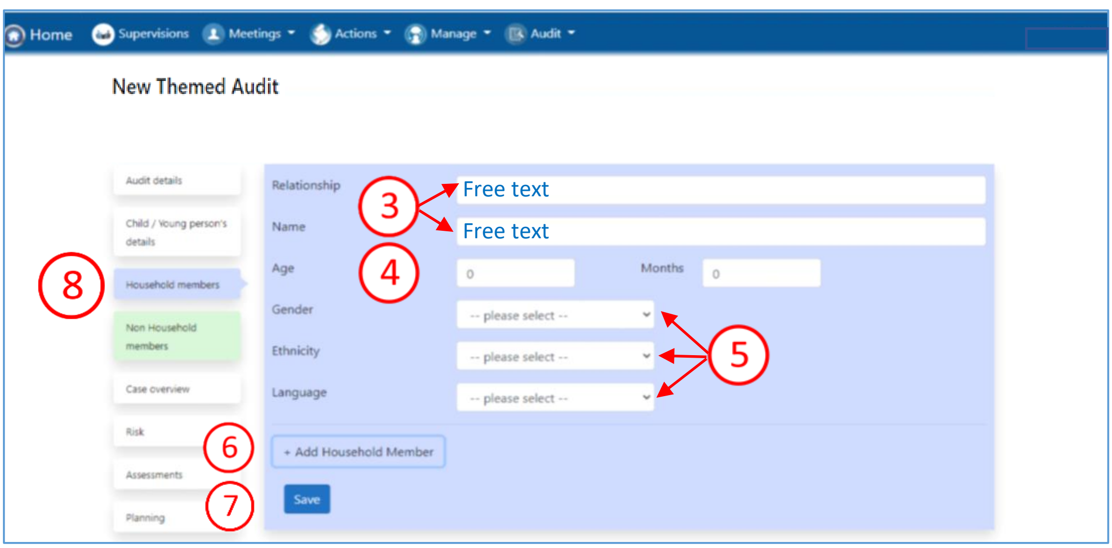


Household and Non household members

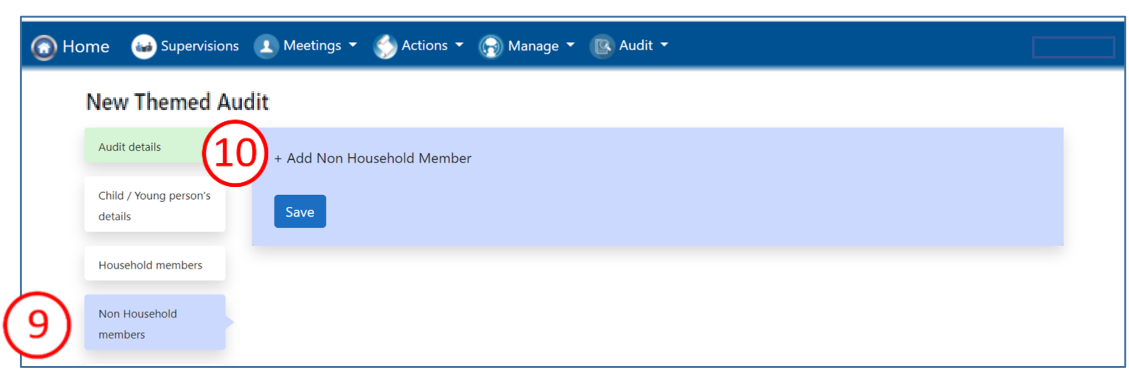
1. Select Household Members button from the column on the left hand side. This button is already green because this page is not mandatory. It can be left blank if the child does not have a household (e.g. lives independently or in residential care.
2. Select Add Household Member. A new page will appear.



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

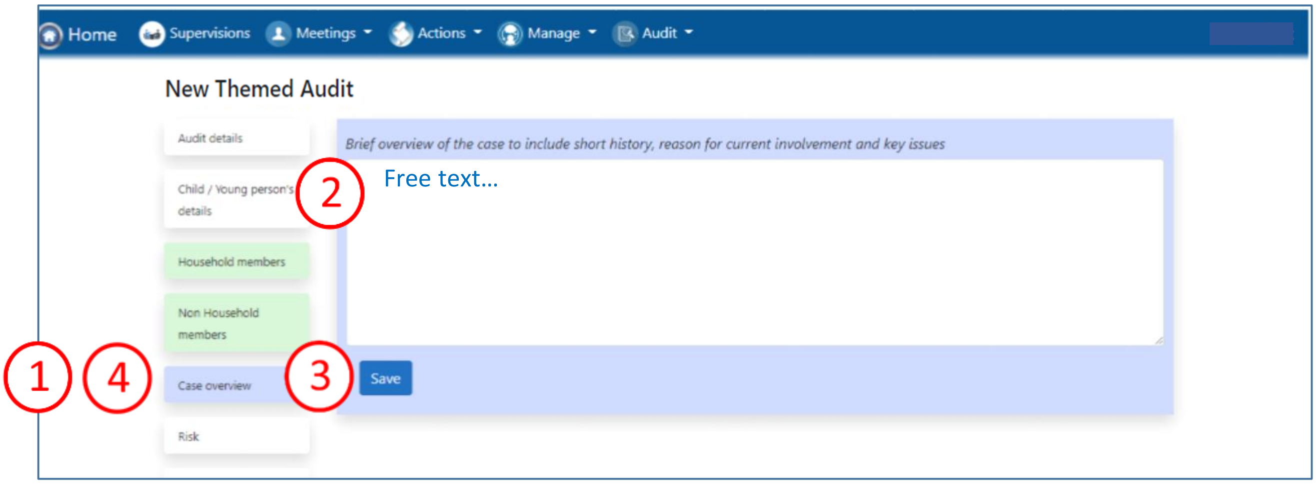


9. Select Non Household Members button from the column on the left hand side
10. Repeat the process for Non Household members



Case Overview

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

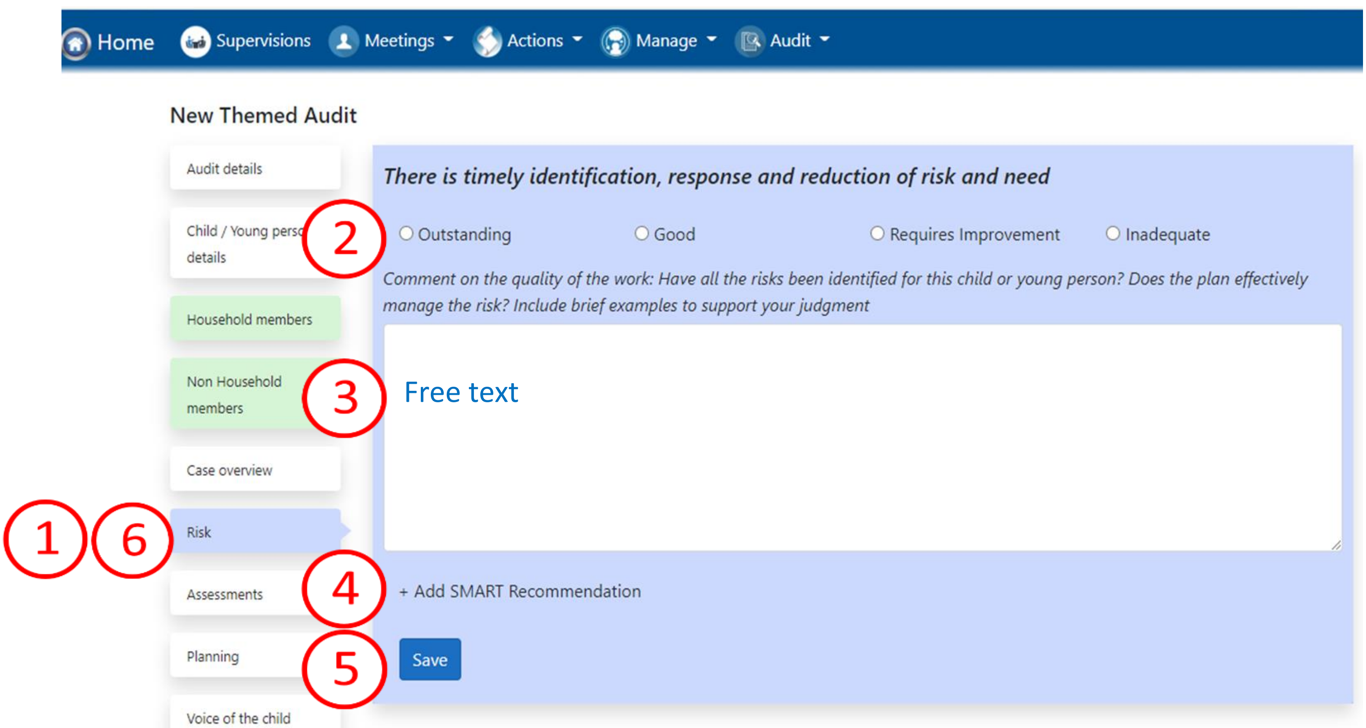


Completing the domains

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

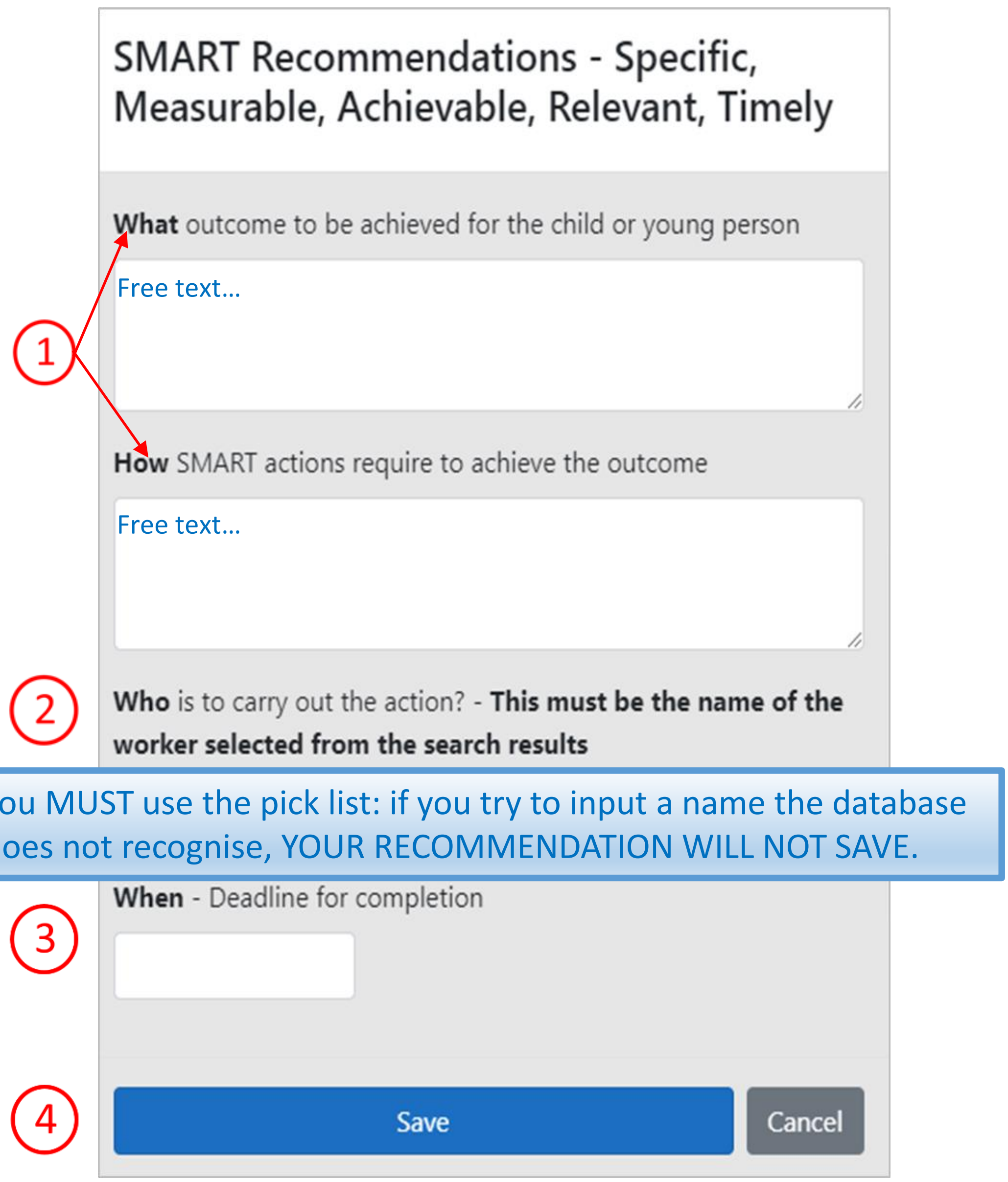


Make sure you have not missed any questions: if you do not answer them all, you will not be able to submit the audit

Add SMART recommendation

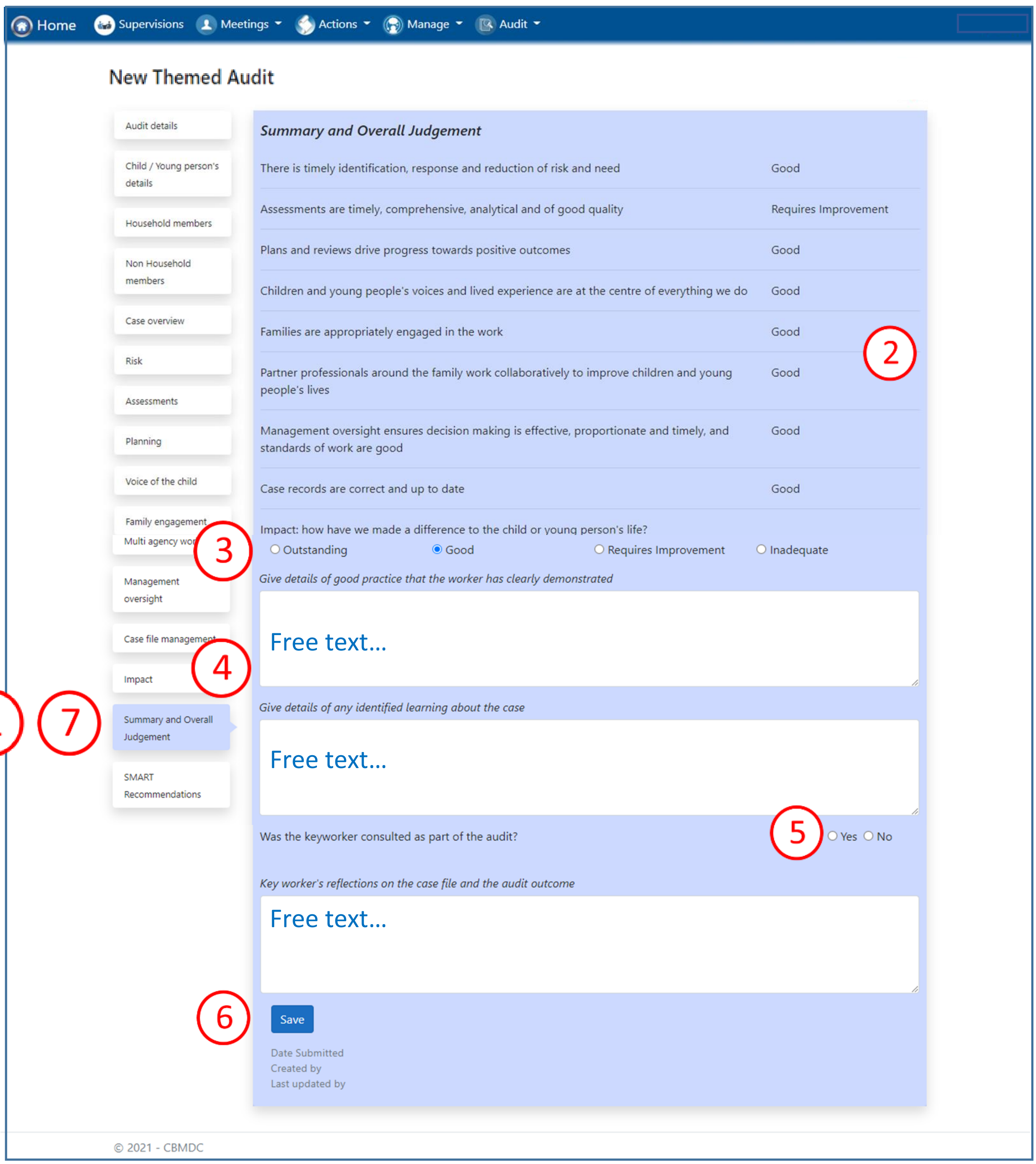
When you select Add SMART recommendation the recommendations page will pop up

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



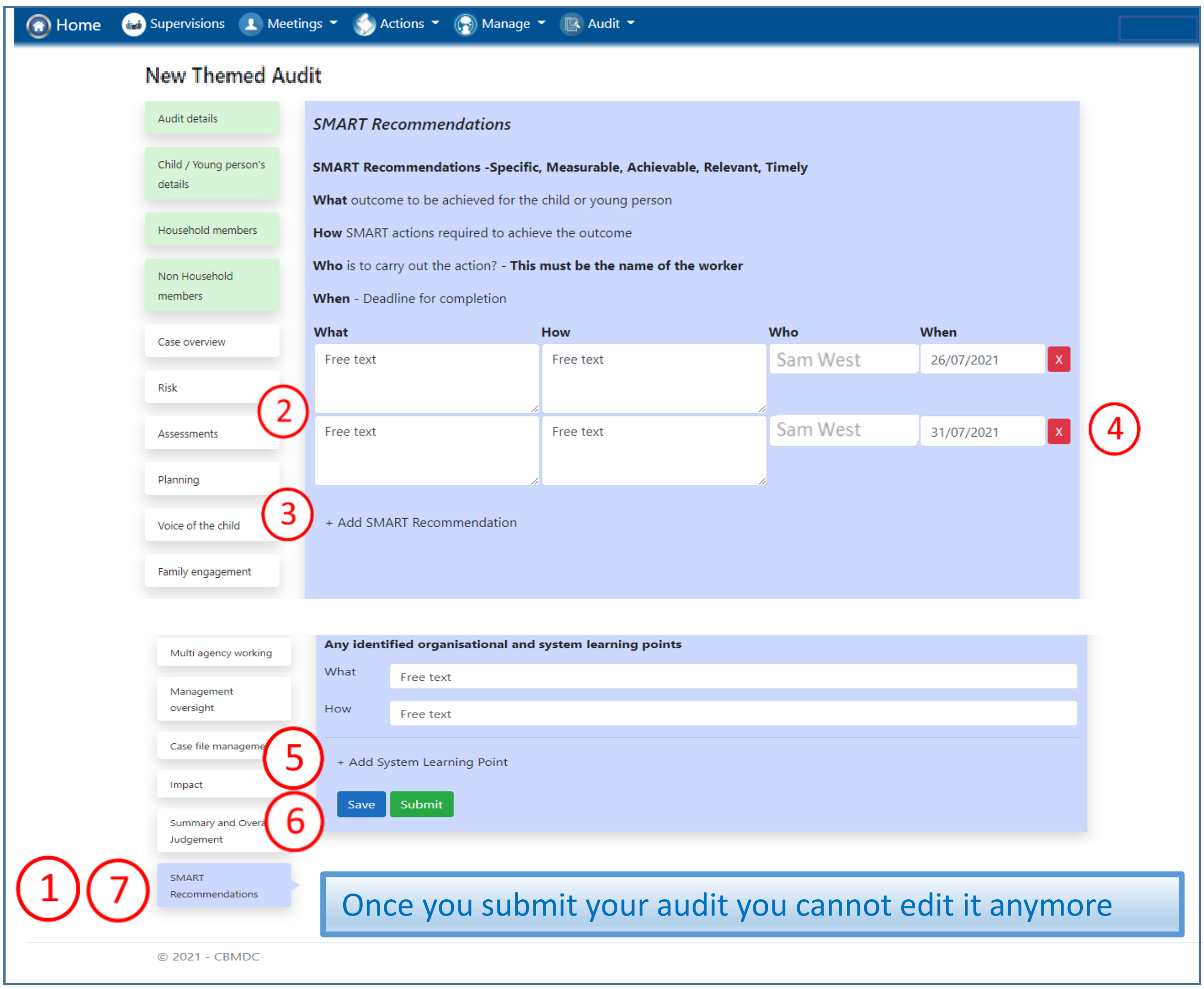
Summary and Overall Judgment

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



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



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