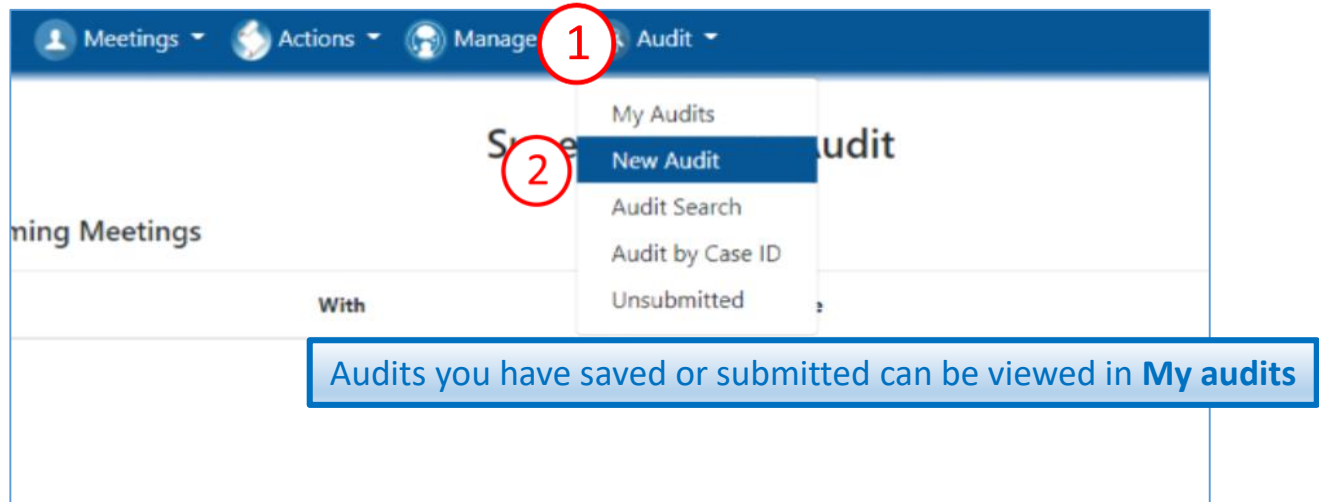


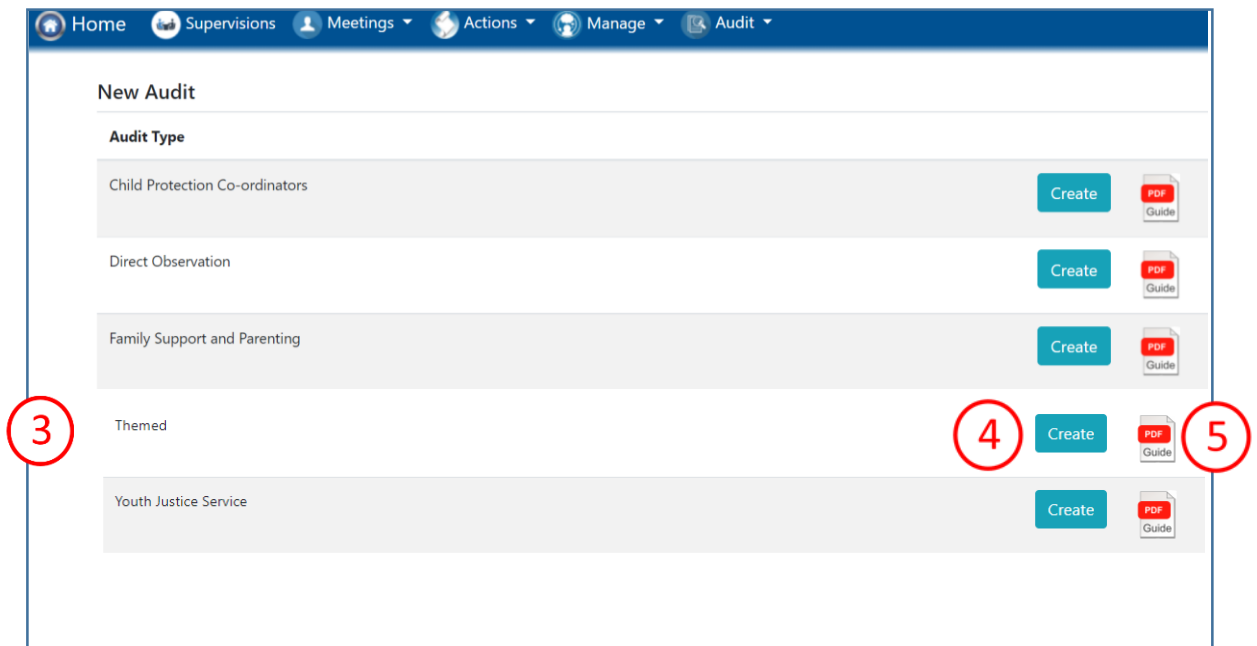
Using the audit database – Themed audit

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' (with a callout 6), 'Date audit completed' (with a callout 2), 'Allocated Worker' (with a callout 3), 'Team Manager' (with a callout 3), 'Team Name' (with a callout 5), and 'CP Chair/IRO (where applicable)' (with a callout 3). At the bottom right of the form is a blue 'Save' button (with a callout 4). The 'Audit details' button in the left menu has a callout 1, and the 'Audit' dropdown in the top navigation bar has a callout 7. Red arrows point from callout 3 to the input fields for 'Allocated Worker' and 'Team Manager'.

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' text input field. Step 7 points to the 'Date child became subject to current type of plan' text input field. Step 8 points to the 'Disability' section, specifically the radio button for 'Yes'. Step 9 points to the 'Date identified' text input field. Step 10 points to the 'Nature of Disability' text input field. Step 11 points to the blue 'Save' button. Step 12 points to the 'Child / Young person's details' menu item.

Home Supervisions Meetings Actions Manage Audit

New Themed Audit

- Audit details
- 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' form. On the left-hand side, there is a vertical menu with several buttons: 'Audit details', 'Child / Young person's details', 'Household members', and 'Non Household members'. The 'Household members' button is highlighted with a red circle containing the number '1'. In the main content area, there is a large blue button labeled '+ Add Household Member' which is also highlighted with a red circle containing the number '2'. Below this button is a 'Save' button.

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. The left-hand side menu is visible, with the 'Household members' button highlighted in green and circled with a red '8'. The main form has several fields: 'Relationship' (Free text), 'Name' (Free text), 'Age' (0) and 'Months' (0) input boxes, 'Gender' (dropdown menu), 'Ethnicity' (dropdown menu), and 'Language' (dropdown menu). Red circles and arrows highlight these fields: '3' points to the 'Relationship' field, '4' points to the 'Age' input box, and '5' points to the 'Gender', 'Ethnicity', and 'Language' dropdown menus. At the bottom of the form, there is a '+ Add Household Member' button (circled with a red '6') and a 'Save' button (circled with a red '7').

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' form. On the left-hand side, the 'Non Household members' button is highlighted with a red circle containing the number '9'. In the main content area, there is a large blue button labeled '+ Add Non Household Member' which is highlighted with a red circle containing the number '10'. Below this button is a 'Save' button.

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 sidebar with domain buttons: '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 'Free text' with a prompt: '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'. At the bottom of the main area is a '+ Add SMART Recommendation' button and a 'Save' button. A red circle with the number '3' is placed over the 'Free text' area.

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 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 '1'. The main content 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 '2' highlights the 'Good' grade in the second row.
- Impact: how have we made a difference to the child or young person's life?**: A section with four radio button options: Outstanding, Good (selected), Requires Improvement, and Inadequate. A red circle '3' highlights the 'Good' option.
- Give details of good practice that the worker has clearly demonstrated**: A text input field with the placeholder 'Free text...'. A red circle '4' highlights this field.
- Give details of any identified learning about the case**: A text input field with the placeholder 'Free text...'. A red circle '4' highlights this field.
- Was the keyworker consulted as part of the audit?**: A section with two radio button options: Yes and No. A red circle '5' highlights the 'No' option.
- Key worker's reflections on the case file and the audit outcome**: A text input field with the placeholder 'Free text...'. A red circle '4' highlights this field.
- Save**: A blue button with the text 'Save'. A red circle '6' highlights this button.

The sidebar on the left contains the following categories: Audit details, Child / Young person's details, Household members, Non Household members, Case overview, Risk, Assessments, Planning, Voice of the child, Family engagement, Multi agency work, Management oversight, Case file management, Impact, Summary and Overall Judgement (highlighted with a red circle '1'), SMART Recommendations, and a 'Save' button (highlighted with a red circle '7').

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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

New Themed Audit

SMART Recommendations



SMART Recommendations - Specific, Measurable, Achievable, Relevant, Timely

What outcome to be achieved for the child or young person

How SMART actions required to achieve the outcome

Who is to carry out the action? - **This must be the name of the worker**

When - Deadline for completion

What	How	Who	When
Free text	Free text	Sam West	26/07/2021 
Free text	Free text	Sam West	31/07/2021 



+ Add SMART Recommendation

Any identified organisational and system learning points

What: Free text

How: Free text

+ Add System Learning Point

Once you submit your audit you cannot edit it anymore

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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

