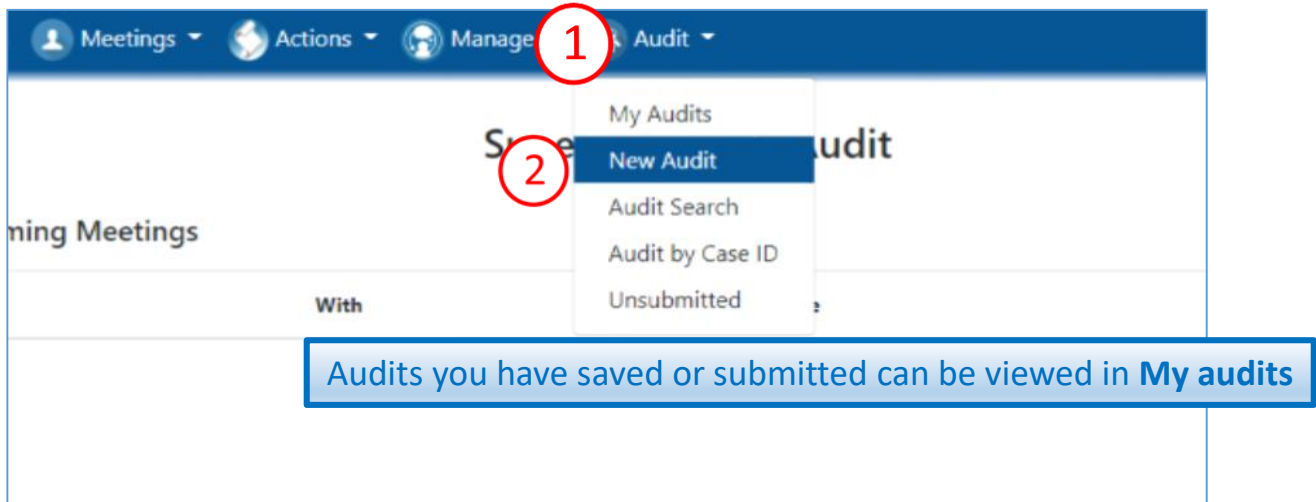


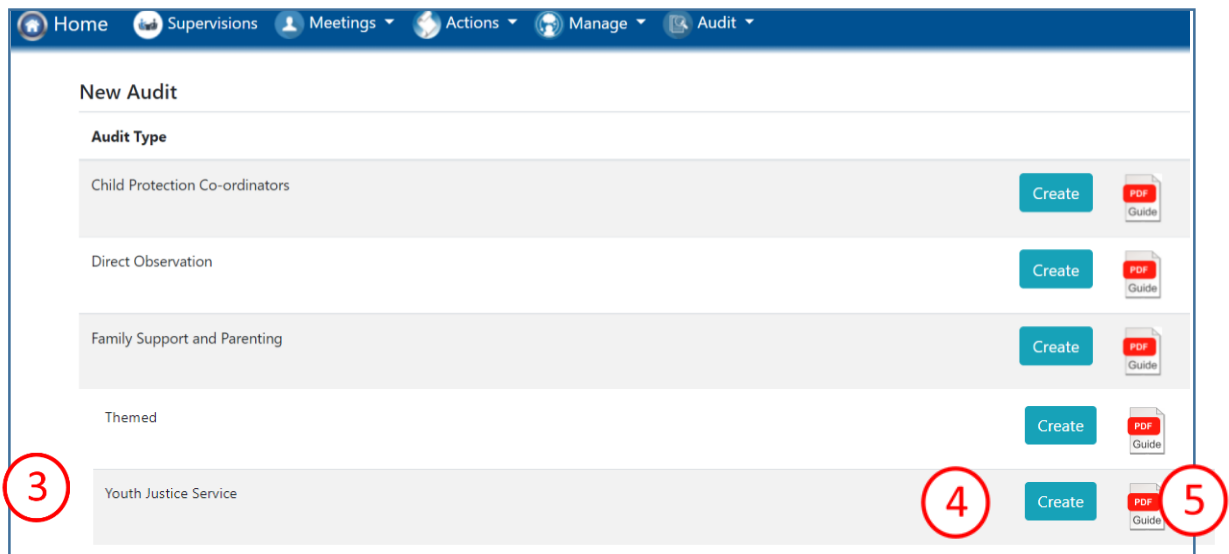
Using the audit database – Youth Justice audit

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 – Youth Justice
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, Team Manager and Advanced Practitioner by typing in the first four characters of names and then SELECT THE CORRECT NAME FROM THE PICKLIST
4. **Save**
5. The auditor's team and 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 a 'New Youth Justice Service Audit'. On the left is a navigation menu with buttons for 'Audit details' (highlighted in blue), 'Child or young person's information', 'Household members' (green), 'Non Household members' (green), 'Case overview', 'Assessments', and 'Planning'. The main form area contains fields for 'Auditor', 'Auditor Job Title' (a dropdown menu), 'Date audit completed' (a calendar icon), 'Case Manager', 'Team Manager', 'Advanced Practitioner', and 'Team Name'. A 'Save' button is at the bottom right. Red circles with numbers 1-7 are overlaid on the form: 1 on the 'Audit details' button, 2 on the 'Date audit completed' field, 3 on the 'Team Manager' and 'Advanced Practitioner' fields with arrows pointing to the picklist area, 4 on the 'Save' button, 5 on the 'Team Name' field, 6 on the 'Auditor' field, and 7 on the 'Audit details' button in the left menu.

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. Complete the child's details using the data from ChildView. 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. Use picklists where available. If the child's gender ethnicity and language are not known, select "not known", "Information to be obtained" and "Undefined".
5. Dates should be added from the drop down calendar. The child's age at the date of the audit will populate automatically when the page is saved
6. Select audit type from the drop down list
7. If the child is disabled, select Yes, and disability information details boxes will appear. If the information is not recorded on the casefile choose a date that seems appropriate.
8. For Date identified, please use drop down calendar.
9. Nature of Disability and Impact/severity are free text boxes
10. [Save](#)
11. The Child Young Person's details button will go green when the details are correctly filled

The screenshot shows the 'New Youth Justice Service Audit' form. On the left is a navigation menu with buttons for 'Audit details', 'Child or young person's information', 'Household members', 'Non Household members', 'Case overview', 'Assessments', 'Planning', 'Service Delivery', 'Reviewing', 'Voice of the child', 'Management oversight', 'Case records', 'OCD', 'Impact', 'Overall Judgement', and 'SMART Recommendations'. The 'Child or young person's information' button is highlighted in blue and marked with a red circle '1'. The 'Child or young person's information' button is also marked with a red circle '11'. The main form area contains the following fields and controls, each marked with a red circle:

- CV Number: Text input field (2)
- Child / Young Persons' Full Name: Free text input field (3)
- Gender: Drop-down menu (4)
- DOB: Date input field (5)
- Age: Text input field (5)
- Ethnicity: Drop-down menu (4)
- Primary Language: Drop-down menu (4)
- Current Legal Status: Free text input field (6)
- Details of education provision if appropriate: Free text input field (6)
- Details of any social care involvement (Child in Need, Child Protection or Child in care): Free text input field (6)
- Audit Type: Drop-down menu (6)
- Disability: Section header (7)
- Does the child or young person have a disability including SEMH / SEND?: Radio button group (7)
- Date identified: Date input field (8)
- Nature of Disability: Free text input field (9)
- Impact/severity: Free text input field (10)
- Save: Button (10)

The 'Save' button is highlighted in blue. The 'Child or young person's information' button in the navigation menu is highlighted in blue. The 'Save' button is also highlighted in blue. The 'Save' button is also highlighted in blue.

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 top navigation bar with 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. Below is the 'New Youth Justice Service Audit' header. On the left is a vertical menu with 'Audit details', 'Child / Young person's details', 'Household members', 'Non Household members', 'Case overview', 'Assessments', 'Planning', and 'Service Delivery'. The 'Household members' button is highlighted with a red circle 1. To the right, a light blue form area contains the '+ Add Household Member' button, which is highlighted with a red circle 2, and a 'Save' button below it.

3. Complete the text boxes from data from EHM
4. If the child is unborn, please use 0
5. Select from pick list If the gender, ethnicity and language are not known, select "unknown" "Information to be obtained" and "Undefined".
6. Select Add Household Member to add a second and subsequent people
7. **Save**
8. The Household members button will remain green

This screenshot shows the form for adding a household member. The left menu has 'Household members' highlighted with a red circle 8. The form fields are: 'Relationship' (Free text, red circle 3), 'Name' (Free text, red circle 3), 'Age' (0, red circle 4) and 'Months' (0), 'Gender' (dropdown, red circle 5), 'Ethnicity' (dropdown, red circle 5), and 'Language' (dropdown, red circle 5). At the bottom of the form are '+ Add Household Member' (red circle 6) and 'Save' (red circle 7) buttons.

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 Youth Justice Service Audit' form. The left menu has 'Non Household members' highlighted with a red circle 9. The main form area contains the '+ Add Non Household Member' button, which is highlighted with a red circle 10, and a 'Save' button below it.

Case Overview

1. Select Case Overview button from the column on the left hand side
2. Complete overview. There is a character limit of 1500 on this section.
3. **Save**
4. Case overview button will go green

The screenshot shows a web application interface for a 'New Youth Justice Service Audit'. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New Youth Justice Service Audit' and contains a sidebar on the left with menu items: 'Audit details', 'Child / Young person's details', 'Household members', 'Non Household members', 'Case overview', and 'Assessments'. The 'Case overview' item is highlighted in blue and marked with a red circle containing the number '1'. To the right of the sidebar is a large text input area with the placeholder text 'Free text...' and a blue 'Save' button. A red circle with the number '2' is placed over the text input area. Another red circle with the number '3' is placed over the 'Save' button. A fourth red circle with the number '4' is placed over the 'Case overview' menu item in the sidebar.

Free text boxes have a character limit to guide the auditor about the level of detail required. When you reach the character limit you will not be able to type any more.

Completing the key standards

There are 9 domains to the audit: assessments; planning; service delivery; reviewing; voice of the child; management oversight; case records; O OCD; and impact. Each has a set of key standards

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 key standard 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** If the page does not save you should check through again to ensure you have not missed a question.
7. The domain button will go green when the details are correctly filled in

The screenshot shows the 'New Youth Justice Service Audit' interface. On the left is a navigation menu with buttons for 'Audit details', 'Child or young person's information', 'Household members', 'Non Household members', 'Case overview', 'Assessments', 'Planning', 'Service Delivery', 'Reviewing', 'Voice of the child', 'Management oversight', 'Case records', 'O OCD', and 'Impact'. The 'Voice of the child' domain is selected and highlighted in blue. The main content area displays several key standards with 'Yes', 'No', and 'N/A' radio buttons. A grade selection row includes 'Outstanding', 'Good', 'Requires Improvement', and 'Inadequate' radio buttons. Below this is a 'Free text' comment box. At the bottom, there is a '+ Add SMART Recommendation' button and a 'Save' button. A blue callout box with white text reads: 'Make sure you have not missed any questions: if you do not answer them all, you will not be able to submit the audit'. Red circles with numbers 1 through 7 point to the domain button, the 'Yes/No/N/A' buttons, the grade selection, the 'Free text' box, the '+ Add SMART Recommendation' button, the 'Save' button, and the 'Voice of the child' domain button respectively.

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 keyworker 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 the 'Edit Youth Justice Service Audit' interface. On the left is a vertical navigation menu with buttons for various audit sections. The main area is titled 'Overall Judgement' and contains a table of assessment items with their descriptions and pre-populated grades. Below the table are several free-text input fields for providing details, a radio button selection for the overall grade, and a question about keyworker consultation. A 'Save' button is at the bottom. Red circles with numbers 1 through 7 point to specific elements: 1 points to the 'Overall Judgement' button in the menu; 2 points to the 'Requires Improvement' grade in the table; 3 points to the 'Summary' section header; 4 points to the first free-text box; 5 points to the 'Was the keyworker consulted...' question; 6 points to the 'Save' button; and 7 points to the 'Overall Judgement' button in the menu.

Home Supervisors Meetings Actions Manage Audit

Edit Youth Justice Service Audit

- Audit details
- Child or young person's information
- Household members
- Non Household members
- Case overview
- Assessments
- Planning
- Service Delivery
- Reviewing
- Reviewing
- Voice of the child
- Management oversight
- Case records
- OOCD
- Impact
- Overall Judgement
- SMART Recommendations

Overall Judgement	Description	Grade
Requires Improvement	Assessments are well informed, identify and address risk and are analytical to provide a holistic overview of the child or young person's experiences	Requires Improvement
Requires Improvement	Plans drive progress towards positive outcomes	Requires Improvement
Good	Implementation and delivery of services supports the child or young person to reduce offending	Good
Requires Improvement	Reviewing is well informed, analytical and personalised to support a good outcome – only to be completed for Post Court Work	Requires Improvement
Good	Voice and the experience of the child or young person is clear in all our work	Good
Requires Improvement	Management oversight ensures decision making is effective, proportionate and timely, and standards of work are good	Requires Improvement
Good	Case records are correct and up to date	Good
Good	Case records are correct and up to date	Good
Requires Improvement	For out of court disposal cases – to be answered for all cases where it is out of court disposal (OOCD)	Requires Improvement
Requires Improvement	Impact: how have we made a difference?	Requires Improvement

Summary

Free text...

Give details of good practice that the worker has demonstrated.

Free text...

Give details of any identified learning.

Free text...

Was the keyworker consulted as part of the audit? Yes No


Key worker's reflections on the case file and the audit outcome.

Free text...

Save

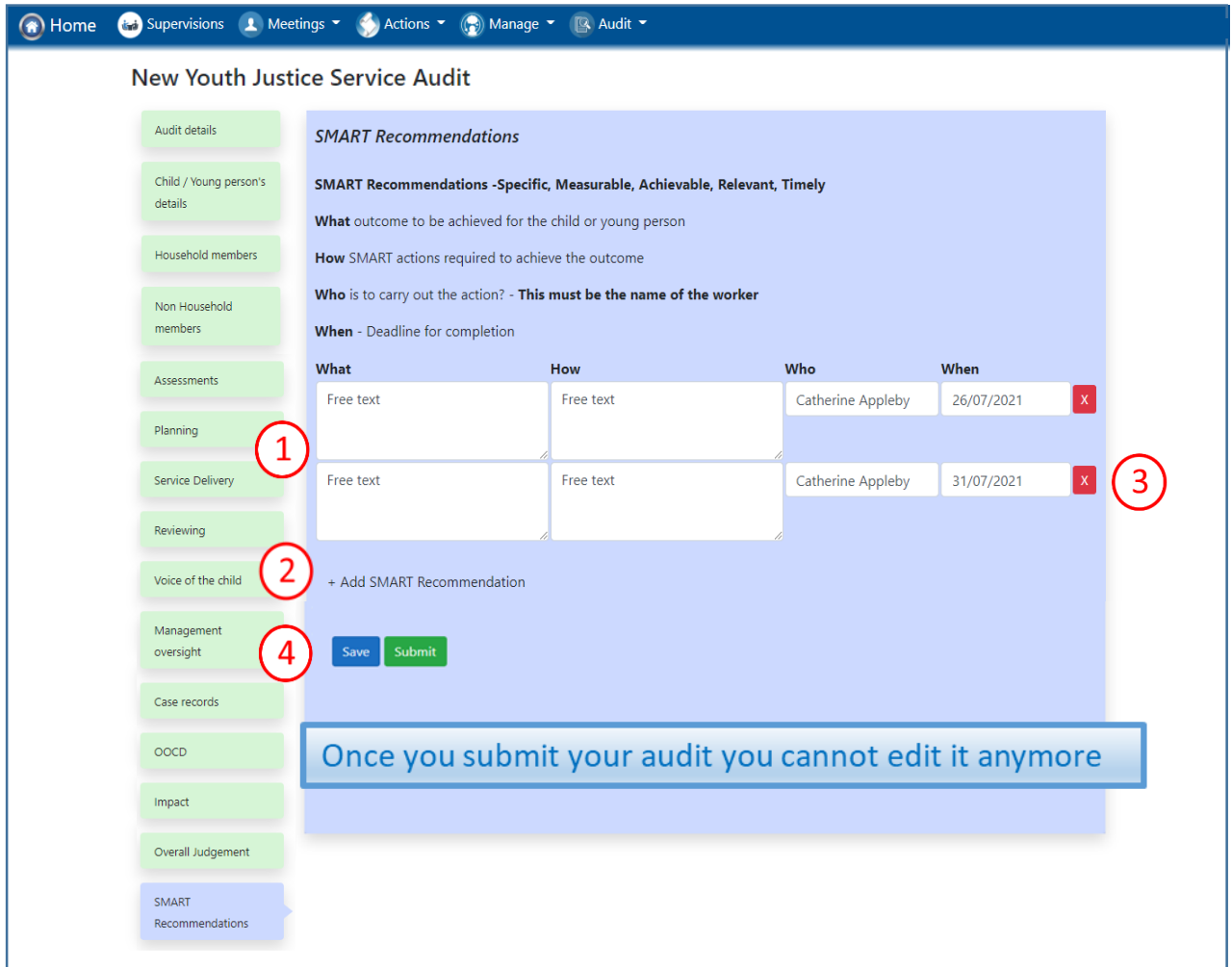
Date Submitted
Created by APLEBYC 16/09/2021 16:14
Last updated by APLEBYC 24/02/2022 18:55

Review SMART Recommendations

1. Review or amend the recommendations that have fed through from each section.
2. Add more recommendations if you need to
3. You can delete recommendations but YOU MUST SAVE THE PAGE FIRST. Then select 
4. SAVE and then SUBMIT once you are satisfied the audit is complete.







New Youth Justice Service 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	Catherine Appleby	26/07/2021 
Free text	Free text	Catherine Appleby	31/07/2021 

+ Add SMART Recommendation

Once you submit your audit you cannot edit it anymore

Once submitted, notification that the audit has been completed will be automatically sent to the Case Manager, the Team Manager and the Advanced Practitioner. 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

