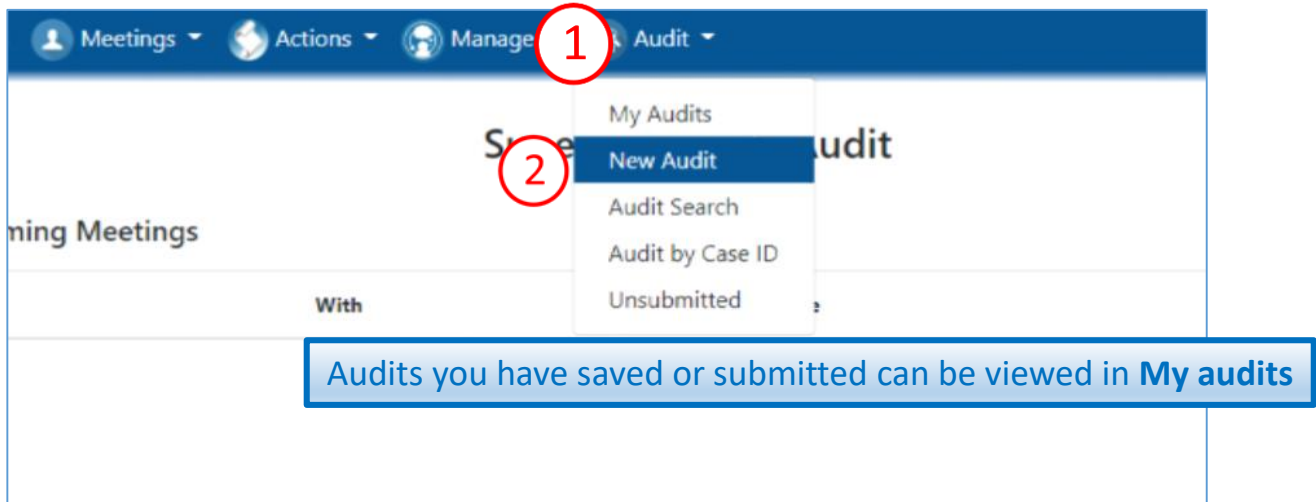


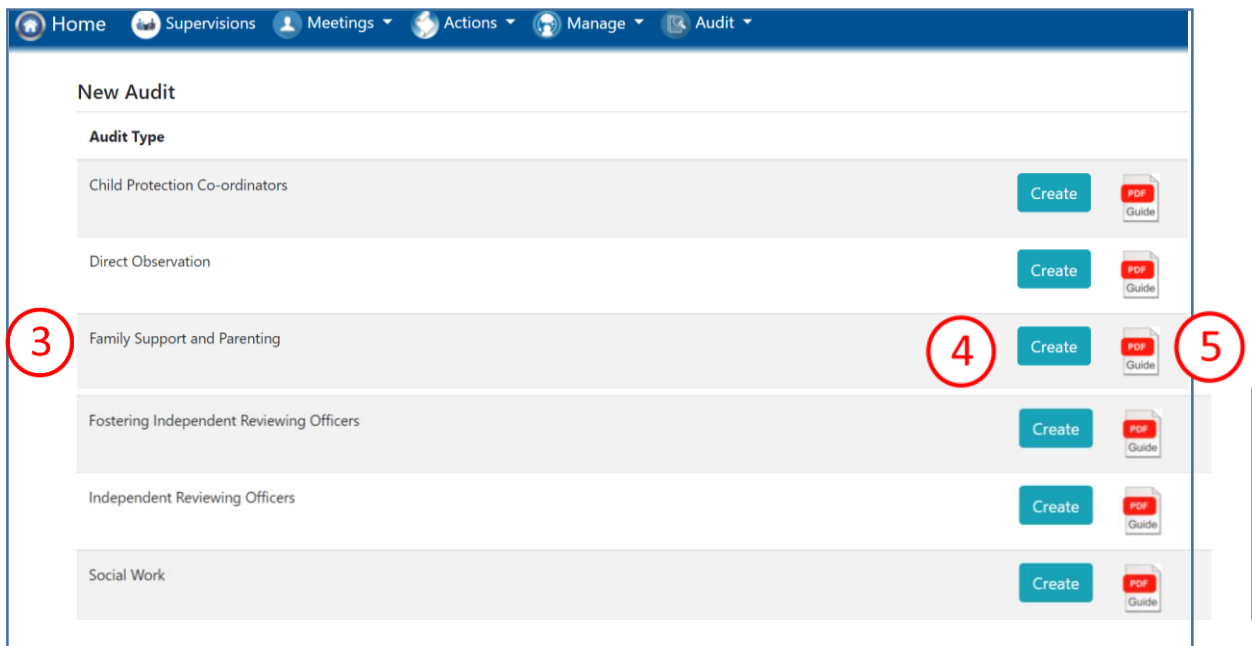
Using the audit database – Family Support audit

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 – Family support and parenting
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 Family Support Co-ordinator by typing in the first four characters of names and then SELECT THE CORRECT NAME FROM THE PICKLIST.
4. Select whether the case is open or closed
5. **Save**
6. The team name will populate automatically when the page is saved
7. Your name will populate automatically when the page is saved
8. 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 Family Support and Parenting Audit'. On the left is a navigation menu with buttons for 'Audit details' (highlighted with a red circle 1), 'Child or young person's information', 'Household members', 'Non Household members', 'Case overview', 'Risk', and 'Assessments'. The main form area contains the following fields: 'Auditor Name' (highlighted with a red circle 7), 'Date audit completed' (highlighted with a red circle 2), 'Allocated Worker' (highlighted with a red circle 3), 'Allocated Family Support Co-ordinator's Name' (highlighted with a red circle 3), 'Team Name' (highlighted with a red circle 6), and 'Case status' (highlighted with a red circle 4) with radio buttons for 'Open' and 'Closed'. A blue 'Save' button is at the bottom (highlighted with a red circle 5). A red circle 8 highlights 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. Select **Get Details** The child's details will populate from EHM/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. If the child's gender, ethnicity and language are not known, use the picklists to select "not known", "Information to be obtained" and "Undefined".
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, select Yes, and disability information details boxes will appear.
7. For Date identified, please use drop down calendar.
8. **Save** re of Disability and Impact/severity are free text boxes
9. **SAVE**
10. 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 Family Support and Parenting Audit'. On the left is a vertical navigation menu with buttons for 'Audit details', 'Child or young person's information', 'Household members', 'Non Household members', 'Case overview', 'Risk', 'Assessments', 'Planning', 'Voice of the child', 'Management oversight', 'Case file management', and 'Impact - How have we made a difference'. The main form area is titled 'New Family Support and Parenting Audit' and contains the following fields and controls:

- ID Number:** A text input field with a 'Get Details' button to its right.
- Child / Young Persons' Full Name:** A text input field.
- Gender:** A dropdown menu with the text '-- please select --'.
- DOB:** A text input field.
- Age:** A text input field.
- Ethnicity:** A dropdown menu with the text '-- please select --'.
- Primary Language:** A dropdown menu with the text '-- please select --'.
- Disability:** A section with the question 'Does the child or young person have a disability?' and radio buttons for 'Yes' (selected) and 'No'.
- Date identified:** A text input field.
- Nature of Disability:** A text input field with the placeholder 'Free text...'.
- Impact/severity:** A text input field with the placeholder 'Free text...'.
- Save:** A blue button at the bottom of the form.

Numbered callouts (1-10) are placed on the form to correspond with the instructions:

- 1: Points to the 'Child or young person's information' button in the left navigation menu.
- 2: Points to the ID Number text input field.
- 3: Points to the 'Get Details' button.
- 4: Points to the DOB text input field.
- 5: Points to the Age text input field.
- 6: Points to the 'Yes' radio button for the disability question.
- 7: Points to the Date identified text input field.
- 8: Points to the Nature of Disability text input field.
- 9: Points to the Save button.
- 10: Points to the 'Child or young person's information' button in the left navigation menu.

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 the navigation bar is the title 'New Family Support and Parenting Audit'. On the left is a sidebar with buttons for 'Audit details', 'Child / Young person's details', 'Household members', and 'Non Household members'. The 'Household members' button is highlighted with a red circle labeled '1'. The main content area shows a large blue box with '+ Add Household Member' and a 'Save' button. The '+ Add Household Member' button is highlighted with a red circle labeled '2'.

3. Complete the text boxes from data from EHM
4. If the child is unborn, please use 0
Select from pick list. If the gender, ethnicity and language are not known, use the picklists to select "not known", "Information to be obtained" and "Undefined".
4. **Save** case of unborn children, please use EDD.
3. Select Add Household Member to add a second and subsequent people
4. **Save**

The screenshot shows the 'New Family Support and Parenting Audit' form with the 'Household members' button highlighted with a red circle labeled '8'. The main content area shows a form for adding a household member. The form has fields for 'Relationship' (Free text), 'Name' (Free text), 'Age' (0), 'Months' (0), 'Gender' (-- please select --), 'Ethnicity' (-- please select --), and 'Language' (-- please select --). The 'Add Household Member' button is highlighted with a red circle labeled '5'. The 'Save' button is highlighted with a red circle labeled '7'. The 'Risk' button is highlighted with a red circle labeled '6'. The 'Assessments' button is highlighted with a red circle labeled '7'. The 'Planning' button is highlighted with a red circle labeled '7'. The 'Relationship' and 'Name' fields are highlighted with a red circle labeled '3'. The 'Age' field is highlighted with a red circle labeled '4'.

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 top navigation bar with 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. Below the navigation bar is the title 'New Family Support and Parenting Audit'. On the left is a sidebar with buttons for 'Audit details', 'Child / Young person's details', 'Household members', and 'Non Household members'. The 'Non Household members' button is highlighted with a red circle labeled '9'. The main content area shows a large blue box with '+ Add Non Household Member' and a 'Save' button. The '+ Add Non Household Member' button is highlighted with a red circle labeled '10'.

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 software interface for a 'New Family Support and Parenting Audit'. The interface includes a navigation menu on the left with items: 'Audit details', 'Child / Young person's details', 'Household members', 'Non Household members', 'Case overview', and 'Risk'. The 'Case overview' item is highlighted in blue and has a red circle with the number '1' next to it. A large text area on the right is labeled 'Free text...' and has a red circle with the number '2' next to it. Below the text area is a blue bar containing a 'Save' button, which 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 top of the interface has a navigation bar with 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'.

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 domains

There are 7 domains to the audit: risk; assessments; planning; voice of the child; management oversight; case file management; 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 a web application interface for a 'New Family Support and Parenting Audit'. On the left is a vertical navigation menu with buttons for 'Audit details', 'Child or young person's information', 'Household members', 'Non Household members', 'Case overview', 'Risk', 'Assessments', 'Planning', 'Voice of the child', 'Management oversight', 'Case file management', 'Impact - How have we made a difference', 'Overall Judgement', and 'SMART Recommendations'. The 'Risk' button is highlighted in blue and circled with a red '1'. A red '7' is also circled next to it. The main content area is titled 'New Family Support and Parenting Audit' and contains several sections. The first section is 'There is timely identification, response and reduction of risk and need', which includes three questions: 'The threshold for intervention is appropriate', 'Referrals are responded to promptly', and 'Concerns about risk and engagement'. Each question has three radio buttons for 'Yes', 'No', and 'N/A'. A red '2' is circled around the 'Yes' button for the first question. The second section is 'Assessments and plans identified', with a question 'Where risks have been identified' and 'Yes No N/A' buttons. The third section is 'Step up has been considered where appropriate' with 'Yes No N/A' buttons. The fourth section is 'Management oversight', with radio buttons for 'Outstanding', 'Good', 'Requires Improvement', and 'Inadequate', and a red '3' circled around the 'Outstanding' button. Below this is a 'Free text' area for comments, with a red '4' circled around the text label. The fifth section is 'SMART Recommendations', with a red '5' circled around the '+ Add SMART Recommendation' button. At the bottom of the form is a blue 'Save' button, with a red '6' circled around it. A red '7' is also circled around the 'Risk' button in the navigation menu. A blue callout box with white text says: 'Make sure you have not missed any questions: if you do not answer them all, you will not be able to submit the audit'. The footer of the page reads '© 2021 - CBMDC'.

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 a web application interface for a 'New Family Support and Parenting Audit'. The left sidebar contains a list of navigation buttons: Audit details, Child / Young person's details, Household members, Non Household members, Case overview, Risk, Assessments, Planning, Voice of the child, Management oversight, Case file management, Impact, Summary and Overall Judgement (highlighted in blue), and SMART Recommendations. The main content area is titled 'Summary and Overall Judgement' and contains a table of audit findings with pre-populated grades. Below the table are radio buttons for selecting an overall grade (Outstanding, Good, Requires Improvement, Inadequate), two large text input fields for providing details of good practice and identified learning, a question about whether the keyworker was consulted, and another text input field for keyworker reflections. A 'Save' button is located at the bottom. Red circles with numbers 1-7 highlight the following elements: 1. The 'Summary and Overall Judgement' button in the sidebar; 2. The 'Requires Improvement' grade in the table; 3. The 'Outstanding' radio button; 4. The first 'Free text...' input field; 5. The 'Was the keyworker consulted...' question; 6. The 'Save' button; 7. The 'Summary and Overall Judgement' button in the sidebar.

Home Supervisions Meetings Actions Manage Audit

New Family Support and Parenting Audit

Audit details

Child / Young person's details

Household members

Non Household members

Case overview

Risk

Assessments

Planning

Voice of the child

Management oversight

Case file management

Impact

Summary and Overall Judgement

SMART Recommendations

Summary and Overall Judgement

There is timely identification, response and reduction of risk and need	Requires Improvement
Assessments are timely, comprehensive, analytical and of good quality	Inadequate
Plans and reviews drive progress towards positive outcomes	Inadequate
Children and young people's voices and lived experience are at the centre of everything we do	Requires Improvement
Management oversight ensures decision making is effective, proportionate and timely, and standards of work are good	Requires Improvement
Case records are correct and up to date	Inadequate
Impact: how have we made a difference to the child or young person's life?	Requires Improvement

Outstanding Good Requires Improvement Inadequate

Give details of good practice that the worker has clearly demonstrated

Free text...

Give details of any identified learning about the case

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...

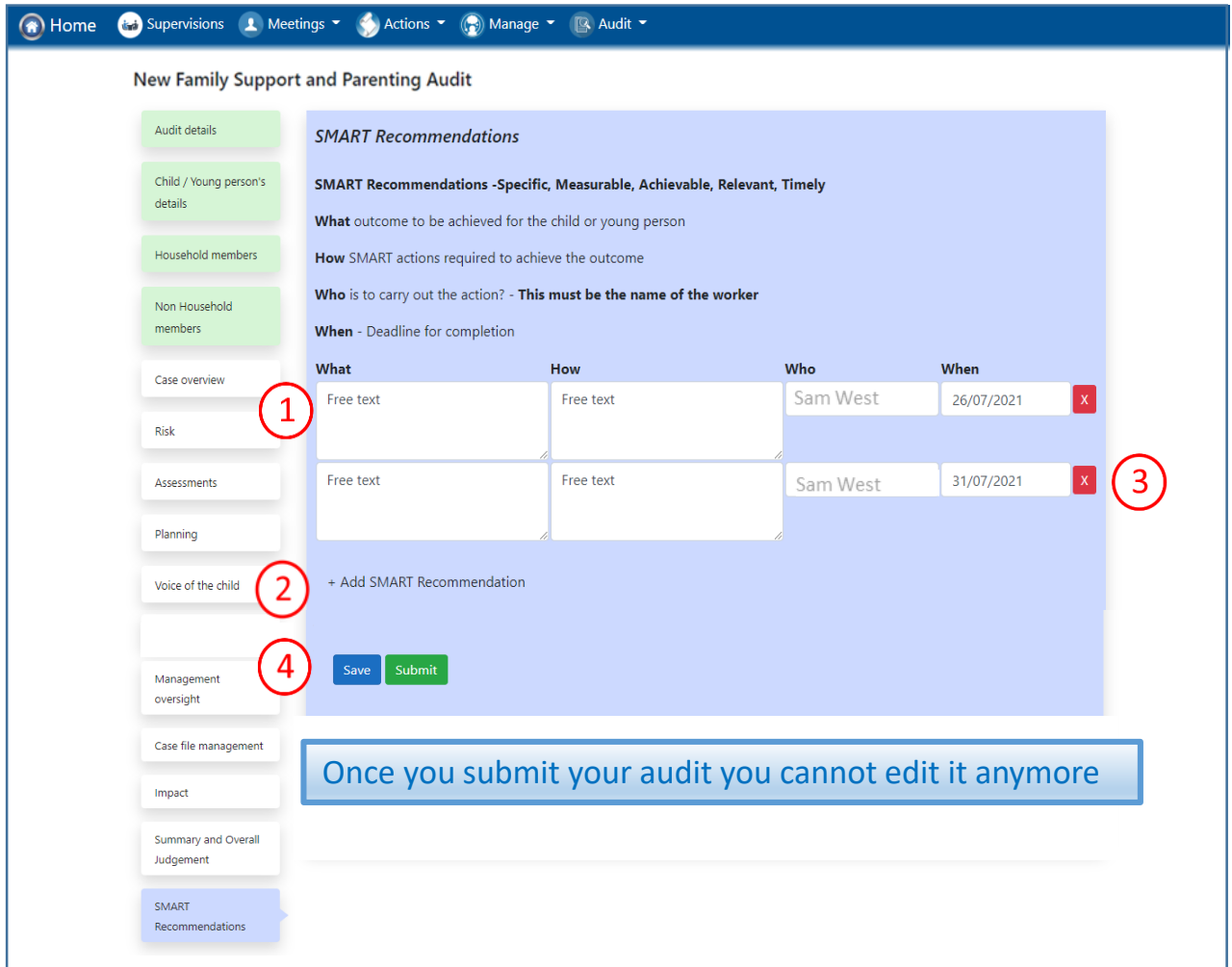
Save

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.







Home Supervisions Meetings Actions Manage Audit

New Family Support and Parenting Audit

Audit details

Child / Young person's details

Household members

Non Household members

Case overview

Risk

Assessments

Planning

Voice of the child

Management oversight

Case file management

Impact

Summary and Overall Judgement

SMART Recommendations

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

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 Allocated Worker and the Family Support Co-ordinator. 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

