



Using the Sharepoint audit reporting tool

Children's Social Care and Early Help Reporting is accessed [here](#) (right click and click open hyperlink). Once you can access the dashboard, select the tile called LCS Audit Tool.

How do I track audit actions for my service/team?

Select the Actions page in the LCS Audit Tool. You can filter according to audit month, service/team/caseworker or action status. The graphs give an overview of total actions (bear in mind that most audits will have more than one action).

To track incomplete audit actions, select status of 'ongoing', 'overdue' and 'not yet in supervision'.

You can drill through to the list of actions by right-clicking on any of the towers in the graphs. The list of Audit actions can be downloaded into a spreadsheet if required by clicking on the three dots (...) in the top right-hand corner of the table and selecting Export data.

All audit actions now automatically pull through into LCS supervision so it is an expectation all managers reflect on the audit in supervision and complete the audit actions, once audit actions are completed the audit dashboard will be updated.

Audit actions can only be signed off and captured by the LCS Audit Tool Report once they have been pulled through into a supervision. A table of required actions is created in the supervision with the option to record that the action has been completed with the date. This is the data that the LCS Audit Tool Report looks for. If this has not been filled in, the action will be recorded as incomplete in the LCS Audit Tool Report.

Team Managers are responsible for all the actions in the audit, even if actions are not directly allocated to their social worker: we would expect that the social worker will follow up actions allocated to other internal professionals for example the CP chair or IRO and report back on completion to the Team Manager.

If urgent, the required work should be completed as soon as possible on the child's file and the Action Completed tab can then be updated in the next supervision.

Actions continue to pull through into supervision until they have been completed.

What does 'Not yet in supervision' mean?

We continue to have high numbers of audit actions recorded as 'not yet in supervision'. As already highlighted and since December 2023 audit actions are designed to pull through

automatically into the next supervision opened for a child on LCS, to help Team Managers ensure that actions are followed through.

However, some children may not have had a supervision since the audit was completed because they have been closed or because their supervisions do not fall monthly.

How can I find out if auditors in my service have completed their audits?

The month tracker can be used to identify which auditors have completed audits. Select the audit month and the service. Clicking on the cross allows you to drill down to individual auditor's names.

A list of status of all audits and auditors' names can be downloaded by right-clicking on the donut graph and selecting 'Drill through' to the **Month tracker list**. Select the ... (three dots) in the top right corner and choose export. The list will be downloaded as an Excel spreadsheet.

How can I see a summary of the grades awarded to the audits completed for children allocated to my team/Service?

The completed audits overview allows an understanding of overall audit grades. It can be filtered according to month, service/team, or plan. The Completed audits list gives the details of ALL audits completed, including those completed for activities outside of the monthly audit cycle, such as Level 3 progressions and re-audits of audits graded inadequate. The **grading overview** allows you to drill down into each of the standards (assessment, plans etc).

Why does my worker have actions from audits on the Supervision and Audit database?

Moderations of audits are still completed on the **Supervision & Audit database**, and actions for workers will automatically transfer into their personal supervision on the database. However, moderators also include actions for the allocated workers in their case note on the child's file, so these can also be tracked by the Team Manager and added manually into the LCS supervision record, in order to ensure that all audit actions are tracked on the child's file.

Quality Assurance Service

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