



Council for Disabled Children Local Authority Audit Tool & Local Area Overview Tool User Manual

INDEX

INTRODUCTION	page 2
OVERVIEW	page 2
SETTING MACRO SECURITY LEVEL	page 3
LOCAL AUTHORITY FILE	page 6
INFORMATION	page 6
SUMMARY LA	page 7
AUDIT TABs	page 11
LOCAL AREA OVERVIEW TOOL	page 13
ADMIN TAB	page 13
SUMMARY EXEC	page 15
SUMMARY LA & CCG	page 17

INTRODUCTION

This document describes the use and functionality of the CDC Audit Tools and covers both Local Authority (LA) dedicated Audit Tool and Local Area Overview Tool that summarises CCG and LA data.

Manual is split into two sections:

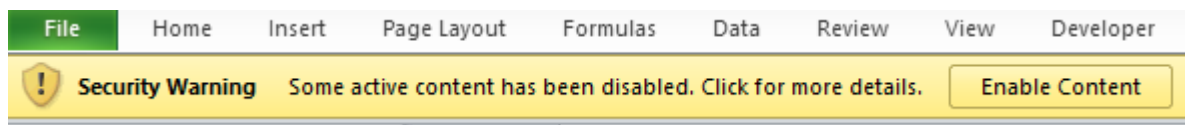
1. LA audit tool
2. Local Area Overview Tool

OVERVIEW

Requirements for using the tool:

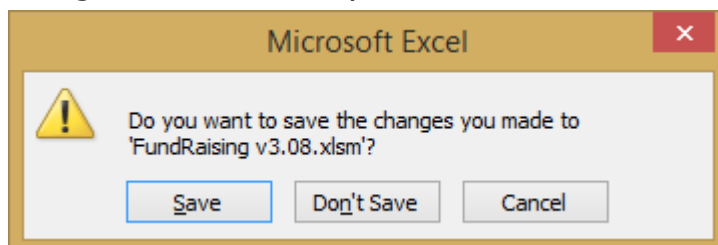
- MS Excel 2007 or above,
- Files need to be opened as 'Macro Enabled' (click 'Yes' if asked in the prompt)

When opening both of the files and asked about the 'Security Content', click 'Enable Macro'.



If you are not asked for it and buttons are locked down, please refer to the 'Setting macro security level' section of this manual.

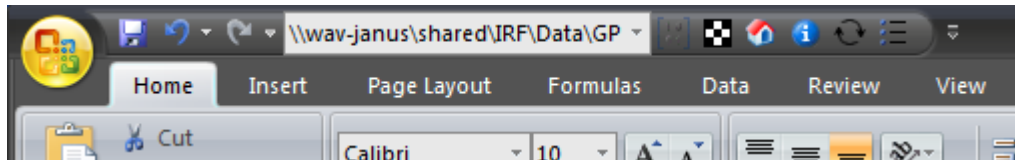
Both files have VBA code triggered on opening of the files. Therefore when finished interacting with the files you will always be asked about saving changes (even if no changes has been made):



SETTING MACRO SECURITY LEVEL

Below screenshots can differ based on MS Excel version in use, but general logic is applicable.

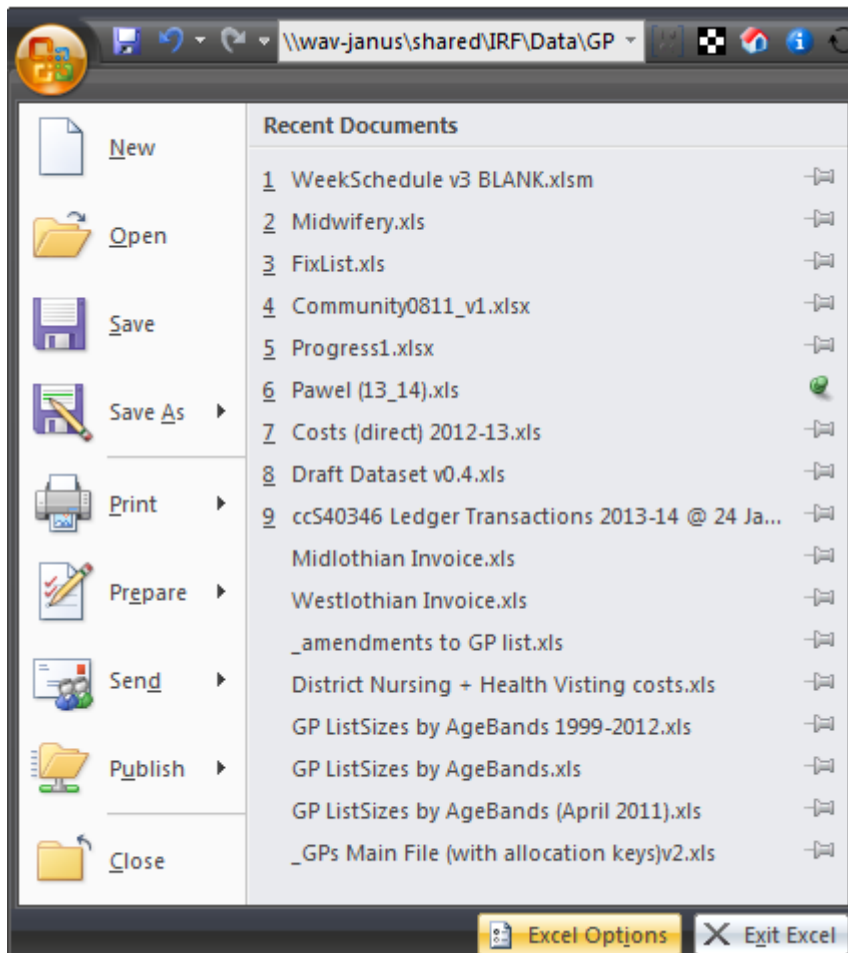
1. Check is Developer tab available:



It should be located after the View tab.

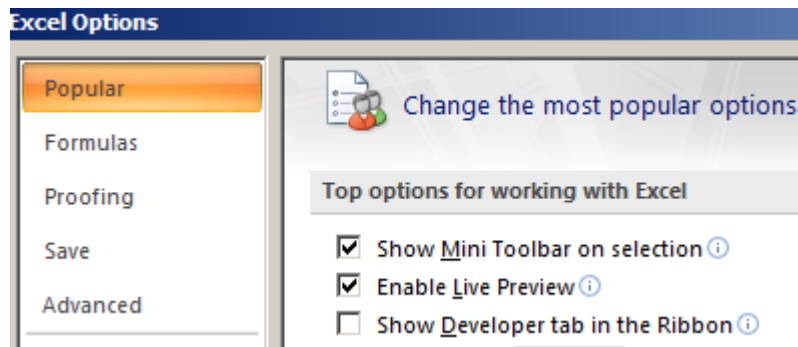
If Developer tab is visible go to step 4, otherwise follow next steps.

2. To enable Developer tab, click on the ribbon



And go to Excel Options

3. Select Popular from the left hand side

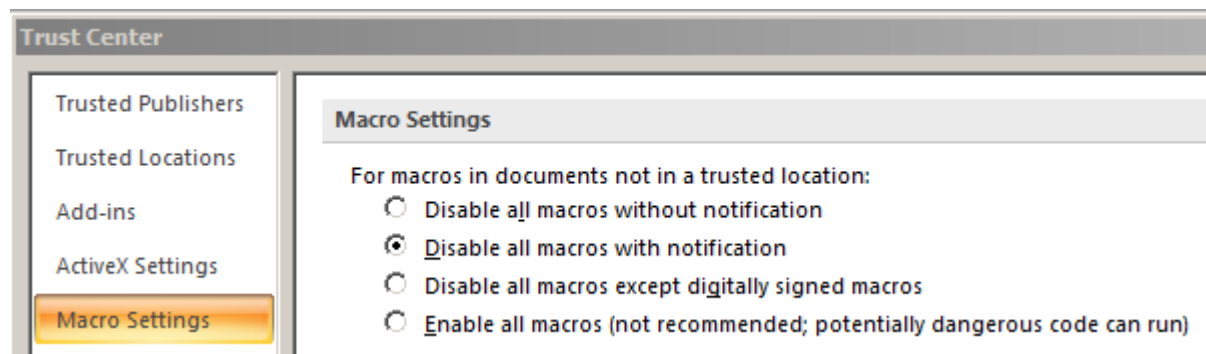


And tick the box next to 'Show Developer tab in the Ribbon', and then press OK.

4. In Developer tab click on Macro Security



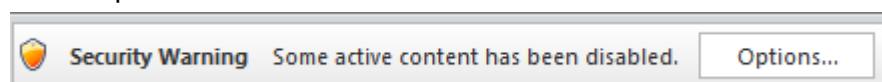
5. In Macro Settings tab select 'Disable all macros with notification'.



Press OK

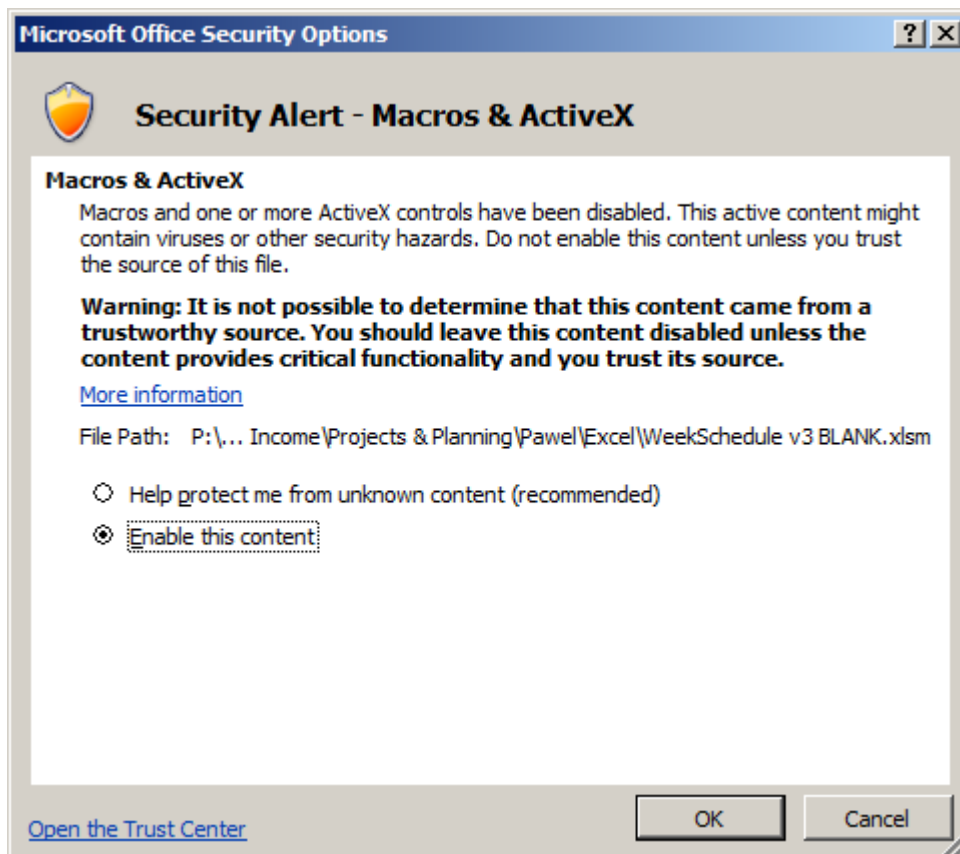
Macro settings are now set up at medium security level. From now on when opening any file that contains VBA code, user will be asked does he/she wish to unlock available functionalities.

6. Re-open the file.



You will notice the notification on the bottom of the ribbon, press Options...

7. When asked about security check, choose Enable Content.



Press OK.

LOCAL AUTHORITY AUDIT TOOL

LA audit tool contains 3 main sections: Information, Summary LA and detailed audit tabs (6).

INFORMATION

This tab is locked for editing and contains general information required by the user.

At the top of the tab, user can interact with 'Council for Disabled Children' and 'Department for Education' logo. Clicking on one of them will open relevant website.

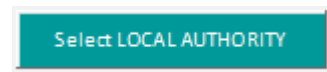
Similarly at the bottom of the tab, user can click on available audit section to automatically move to this area.

SUMMARY LA

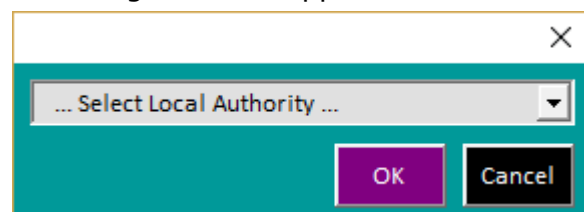
This tab provides user with information of Local Authority name and graphic representation of current audit. This information is provided at top level (OVERALL SCOPE) and also at individual audit section.

LOCAL AUTHORITY SELECTION

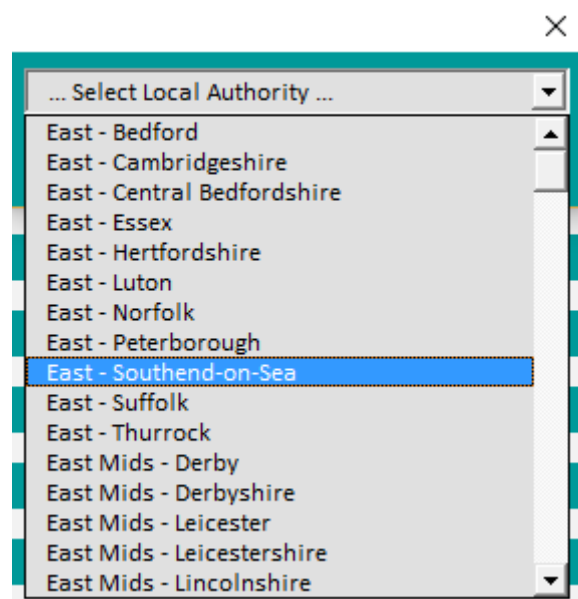
You can select council name by clicking on 'Select LOCAL AUTHORITY' button.



Following form will appear



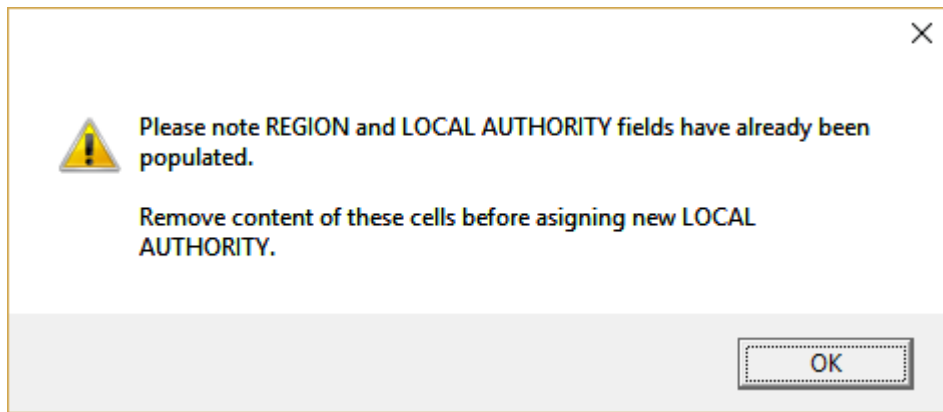
Clicking on down arrow will allow Local Authority selection



Once selection has been made press 'OK'. You will notice REGION and LOCAL AUTHORITY in row 5 and 6 will be populated.

REGION	East
LOCAL AUTHORITY	Southend-on-Sea

If 'Select LOCAL AUTHORITY' button is pressed when both REGION and LOCAL AUTHORITY fields are populated, you will see following prompt.



To assign or change currently populated data, simply select one of these cells and press Delete button.

Then press 'Select LOCAL AUTHORITY' button again.

KPIs // AUDIT PROGRESS

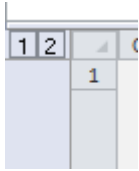
You will notice there are 7 '+' signs on the left side of the tab next to the available audit topics.

	10	
	11	OVERALL SCORE
+	52	
	53	1. LEADERSHIP
+	94	
	95	2. JOINT ARRANGEMENTS
+	136	
	137	3. COMMISSIONING
+	178	
	179	4. EHC PLAN
+	220	
	221	5. CO-PRODUCTION
+	262	
	263	6. MONITOR & REDRESS
+	304	
	305	

Pressing on any of them will expand relevant section of the audit and place the screen at the bottom of currently viewed area.

To collapse the view simply press on '-' sign.

You can also collapse and expand all sections at the same time by pressing 1 and 2 respectively. These buttons are located in the top left corner of the tab.



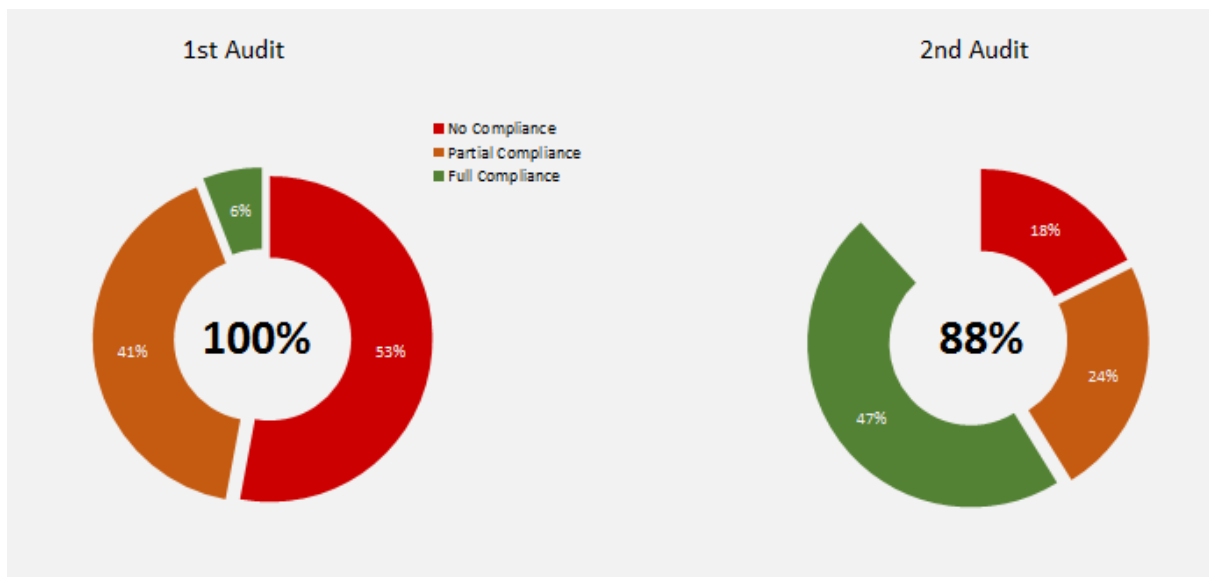
Above collapse/expand functionality is deployed across most of the tabs in Audi Tool.

Each section contains two set of KPIs. Doughnut shape and bar chart presentation for 1st and 2nd stage of the audit.

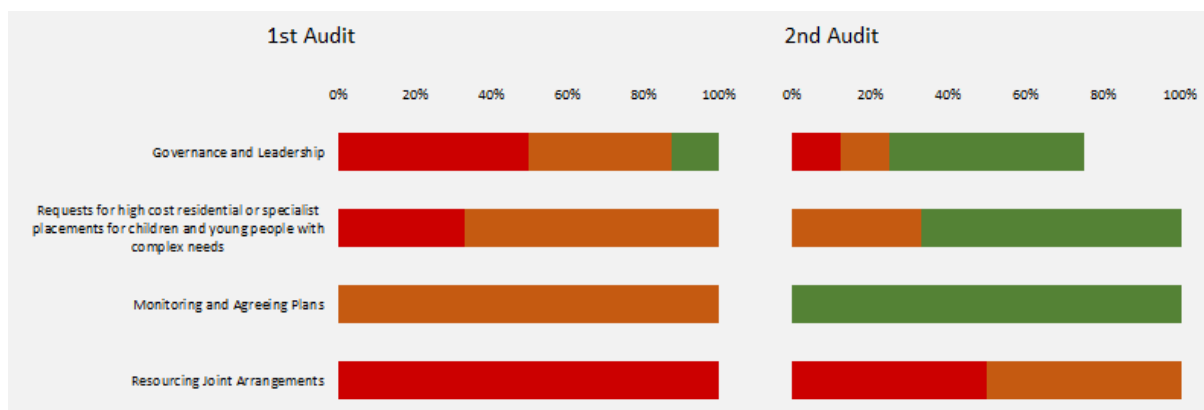
Doughnut shape provides a breakdown for completion of each stage with stage completion percentage in the middle.

Please note only: Full Compliance, Partial Compliance and No Compliance will be visible.

'No Select' selections are part of the presentation but are shown as transparent elements, so it's easier to distinguish level of completeness at each stage.



Second part of each stage presentation is shown in form of bar charts. These bar charts are breaking down overall completion percentage by section (OVERALL SCORE) and by individual questions (SECTION 1 TO 6).



From here you can clearly see completion of each element, but also a very clear comparison of a progress between 1st and 2nd audit.

AUDIT TABs

Within each tab you will notice collapse/expand functionality being repeated.

Due to having two levels of aggregation, you will see expansion options for tier 2 and 3.

Pressing on 2 will expand all questions without showing additional notes.

Pressing on 3 will expand all questions with expansion of additional notes.

Columns G, H and I contain in cell drop down allowing you selection from pre-populated lists. Note that these cells won't accept any other answer than available from the drop down.

To make a selection from the drop down, select a cell and then left click on a down arrow which is located in the bottom right corner of each cell.

Alternatively you can press and hold left Alt key and then press down arrow key (this will activate the list), then use arrow keys to make a selection and confirm it by pressing Enter.

FURTHER INFORMATION

In this section you can access additional content related to each question (if available).

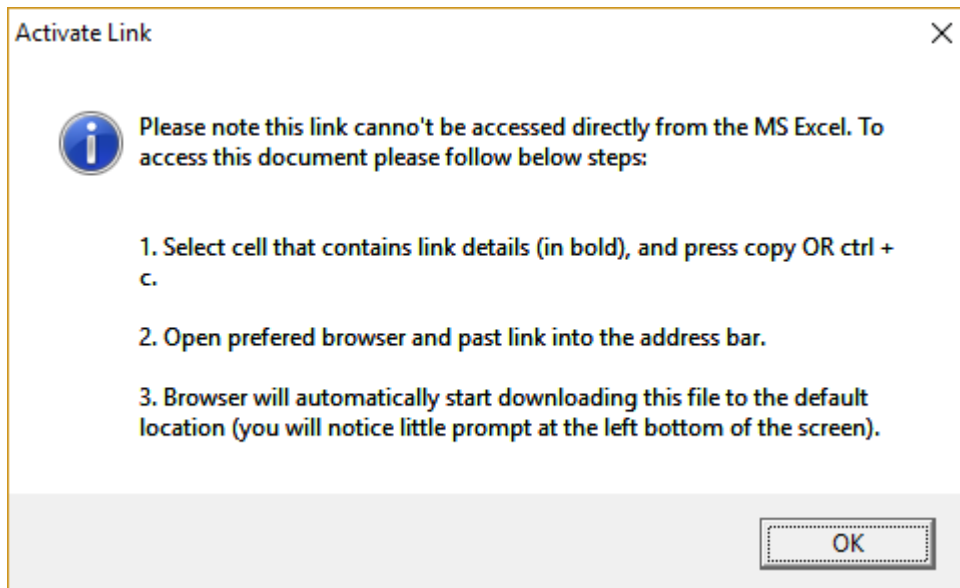
In several cases you might notice a purple 'Activate Link' button.

FURTHER INFORMATION:

The Joint Commissioning Information pack has abundant evidence on effective collaboration
<https://www.mottmac.com/download/file/6737?cultureId=127>

Activate Link

Links that are followed by this button cannot be activated directly from MS Excel environment. To follow then, press available button for additional instructions.



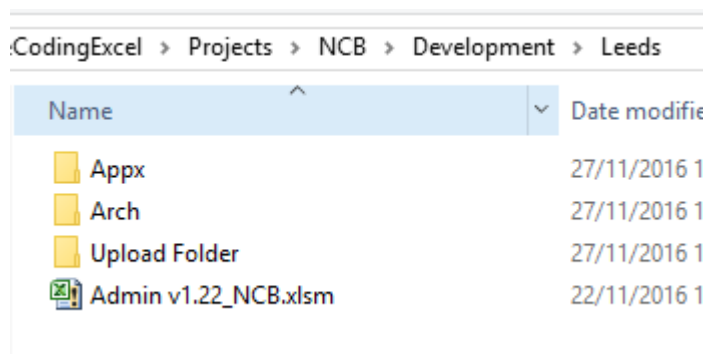
Following instructions from the prompt will allow you a direct download of these referenced documents.

LOCAL AREA OVERVIEW TOOL

This file requires specific folder structure for successful update of CCG and LA data.

To set up correct environment follow these steps:

1. Create a dedicated Audit folder or use one of the existing one and save the Admin file into this location (i.e. j:\Leeds\Audit).
2. In main location (where Admin file has been saved) create a new folder and name it: Upload Folder (case sensitive).



Name	Date modified
Appx	27/11/2016 1
Arch	27/11/2016 1
Upload Folder	27/11/2016 1
Admin v1.22_NCB.xlsm	22/11/2016 1

To upload existing CCG and LA information you will have to save both Audit files into Upload Folder.

ADMIN TAB

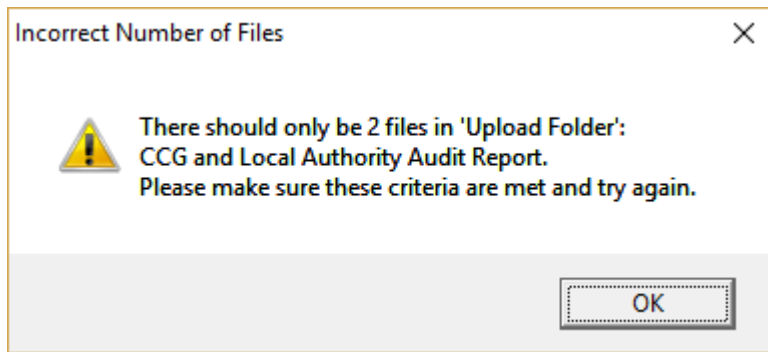
To upload existing audit progress from both areas you need to click on 'Upload Data' button.



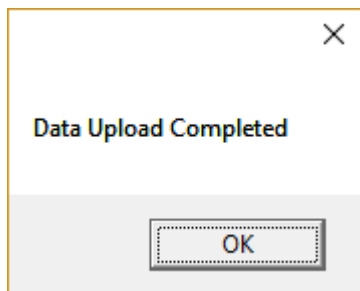
A dedicated procedure will open and verify all the files in 'Upload Folder' space.

Procedure will only accept 2 files to be saved in this folder where one of them is a CCG and other LA Audit template.

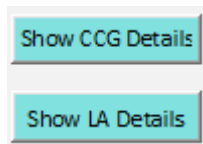
If there is any other number of files, or files are not the above template, you will see a relevant prompt on the screen.



On successful data upload you will see a prompt.



Admin tab also allows unlocking detail information for CCG and LA audit.



Use relevant buttons to show detailed information (tabs).

This mechanism allows you to reduce number of visible tabs within the Admin file and improve user experience.

SUMMARY EXEC

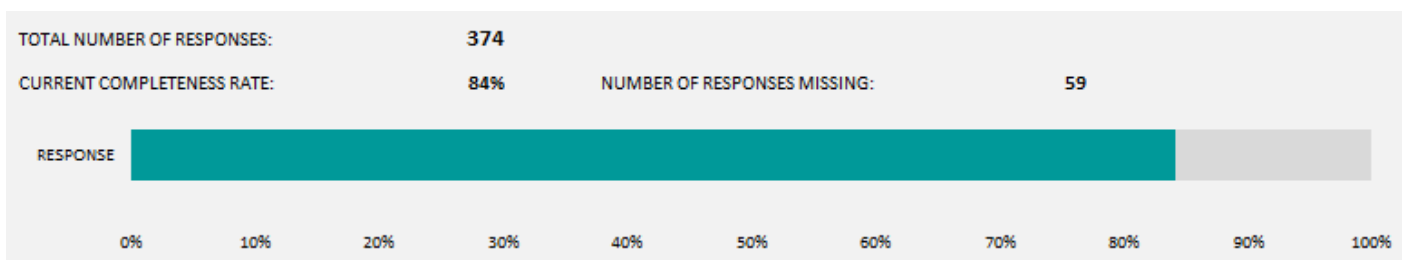
This tab shows overall completeness of audit process across both CCG and LA.

Top section provides information on total number of responses.

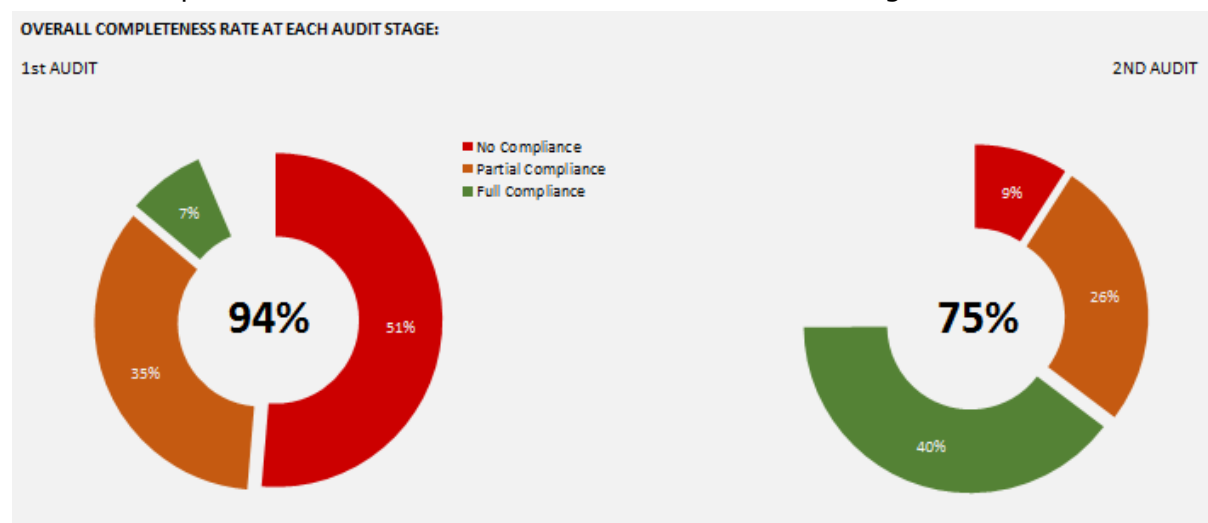
Please note that each question is counted twice due to responses being provided at stage 1 and 2.

It also shows completeness rate expressed as percentage and number of missing responses expressed as a number.

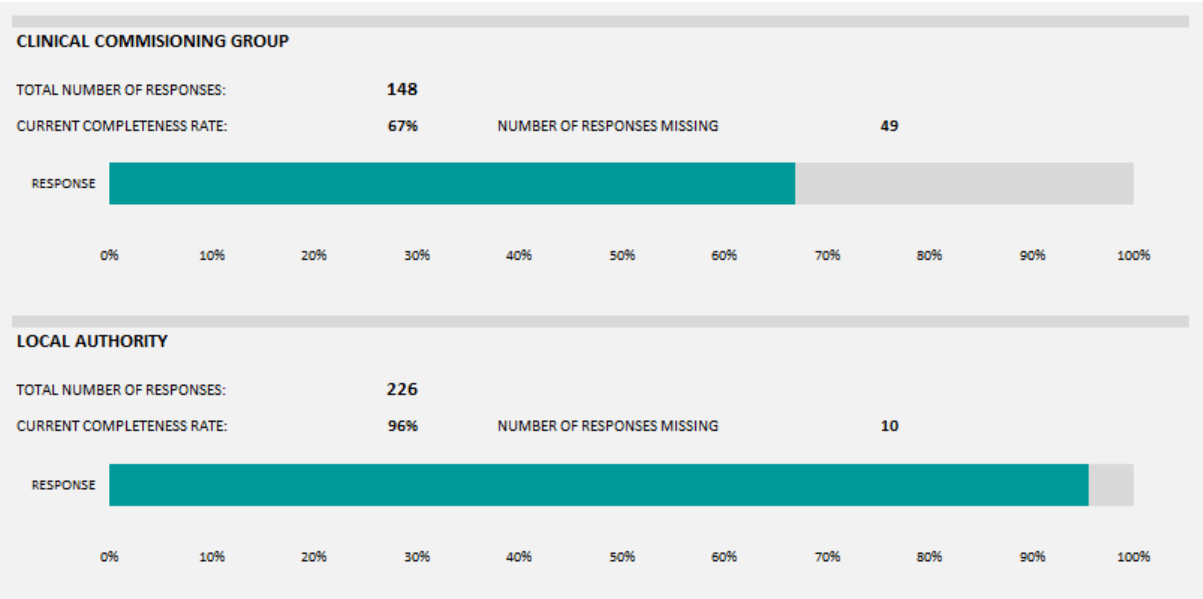
This section is followed by graphic representation of overall completeness rate.



Overall completeness is then broken down into 1st and 2nd stage of the audit.



Remaining part of the Executive tab provides information on overall completeness of CCG and LA audit.



Detailed breakdown is available in one of the dedicated CCG and LA summary tabs.

SUMMARY LA & CCG

These tabs provide you with exactly the same information as in individual audit files (refer to page 7 of this manual).

Only difference is that these tabs are not linked to detailed audit tabs anymore thus any changes in individual questions will not be reflected in the progress bars.

Please note that for any updates to progress of audits you must update original CCG and LA audit templates and then upload them to the Local Area Overview tool.