Team Dashboard

Contents

Purpose of dashboard

To give members of a team up to date information on current activity in that team. It provides details of the number of cases allocated to a selected team or teams and the status of those cates i.e. the number Looked After, the number who are the subject of Child Protection Plans etc.

It also looks at pieces of work which are allocated to the selected team or teams, grouping the work into that which is already overdue, that which is due to be completed soon, that which is due later and those pieces of work which aren't time sensitive.

For definitions of terms and cohorts used in this dashboard (e.g. 'Allocated Cases'), please see the 'Glossary of Terms' document.

The visuals are grouped into the pages of the report on which they appear.

Teams and Workers available to the user

On each page there are 'Allocated Team' and 'Allocated Worker' slicers, which allow the user to filter to cases which are allocated to a particular team or worker.

Be default, users are only shown the team of which they are a member on Mosaic. The reports are always 24 hours behind the live system, so in practice this is the team the user was a member of on Mosaic at the end of the previous day.

It is possible for workers to see data related to teams of which they are not a member. This functionality is primarily focused on those users who are responsible for multiple teams e.g. a service manager responsible for several CiN teams.

This additional access is granted by the Supporting People Data Team.

Accessing the different pages

On the left hand side of the report are 4 buttons which are used to access the different pages of the report. These are:

- **Show Overdue Tasks** which will take the user to the Overdue Tasks page, showing pieces of work which are still open and the date by which they should have been completed has passed.
- **Show Tasks Due Soon** which will take the user to the 'Tasks Due Soon' page, showing pieces if work which are still open and are due to be completed 'soon'. 'Soon' depends on the type of tasks, but is either within the next 5 or 7 days (indicated in each box).
- **Show Tasks Due Later** which will take the user to the 'Tasks Due Later' page, showing pirces of work which are not due imminently.
- **Show Tasks which are not time-sensitive** which will take the user to the 'Not Time-sensitive' page, which shows tasks for which there is no timing attached. At time of writing this only includes 'Open Section 47 Enquiries'. Whilst there is no deadline for the completion of section 47 enquiries, any ICPC which results from the Section 47 Enquiry must be completed within 15 working days of the Strategy Discussion which leads to the ICPC.

Overdue Tasks

This page shows pieces of work which are still open and the date by which they should have been completed has passed.

Behaviour on drill-down

All cards allow users to drill-down to a list allowing the users to see details of the cases or pieces of work shown in the card.

Allocated Cases

Shows a count of the cases allocated to the selected team or teams.

Children Looked After

Shows a count of all Children Looked After whose allocated worker is currently a member of the selected team or teams.

Child Protection Plans

Shows a count of all Children who are the subject of a Child Protection Plan whose allocated worker is currently a member of the selected team or teams.

Children in Need

Shows a count of all Children in Need whose allocated worker is currently a member of the selected team or teams.

Care Leavers

Shows a count of all Care Leavers whose allocated worker is currently a member of the selected team or teams. Care Leavers of the following categories are included:

- Relevant Child
- Former Relevant Child
- Qualifying Care Leaver
- Eligible Child
- No CLA History i.e. a group children who have never been looked after, but are aged over 18 and assigned to a Care Leaver team.

Overdue Assessments

Shows a count of Child and Family Assessments which are overdue. An assessment is overdue if more than 45 working days have passed since the Child and Family Assessment was triggered. Please see 'Glossary of Terms' document for details of where those dates come from in Mosaic.

Overdue Reviews

Shows a count of all cases allocated to the selected team or teams for which a review is overdue. The date that a review is due depends on the status of the cases. How the review due date for each case status is calculated is laid out in the 'Glossary of Terms' document. The relevant sections in that document for each status are as follows:

- For **Children Looked After** see the 'Child Looked After Reviews on time' section
- For **Children who are the subject of a Child Protection Plan** see the 'Child Protection Reviews up to date' section
- For **Care Leavers** seen the 'Care Leaver Reviews Up to Date' section
- For **people allocated to CYPDS** see the 'Reviews of people allocated to CYPDS' section

- For **Children in Need** see the 'Child in Need Reviews on time' section

Overdue Supervisions

Shows a count of all cases allocated to the selected team or teams for which a supervision is overdue. The date that a supervision is due depends on the status of the cases.

For details of how the supervision due date is calculated, please see the 'Supervision' section of the 'Glossary of Terms' document.

Overdue Chronologies

Shows a count of all cases allocated to the selected team or teams for which a chronology is overdue.

For details of how the chronology due date is calculated, please see the 'Chronologies on time' section of the 'Glossary of Terms' document.

Overdue Visit

Shows a count of all cases allocated to the selected team or teams for which a visit is overdue. The date that a visit is due depends on the status of the case.

For details of how the visit due date is calculated, please see the 'Visits' section of the 'Glossary of Terms' document.

Overdue Initial CLA Plans

Shows a count of Children Looked After cases allocated to the selected team or teams for which an initial CLA plan is overdue.

For details of how the initial CLA plan due date is calculated, please see the 'Initial Child Look After Plan on time' section of the 'Glossary of Terms' document.

Overdue CLA Plans

Shows a count of all Children Looked After allocated to the selected team or teams for which a review CLA plan is overdue.

For details of how the review CLA plan due date is calculated, please see the 'Review Child Look After Plan on time' section of the 'Glossary of Terms' document.

Overdue Dental Checks

Shows a count of all Children Looked After allocated to the selected team or teams for which a Dental Check is overdue.

Overdue Health Assessments

Shows a count of all Children Looked After allocated to the selected team or teams for whom a Health Assessment is overdue.

Overdue ICPCs

Shows a count of all children who have an Initial Child Protection Conference (ICPC) planned, but that ICPC is overdue for completion. See 'Glossary of Terms' for details on how ICPC timeliness is calculated.

Overdue Core Groups

Shows a count of all children who are the subject of a Child Protection Plan and are overdue for a Core Group.

See 'Glossary of Terms' for details on how a Core Group is recorded and how often they should take place.

Tasks Due Soon

This page shows pieces of work which are still open and the date by which they should be completed is within the next 5 to 7 days.

Behaviour on drill-down

All cards allow users to drill-down to a list allowing the users to see details of the cases or pieces of work shown in the card.

Allocated Cases

Shows a count of the cases allocated to the selected team or teams.

Children Looked After

Shows a count of all Children Looked After whose allocated worker is currently a member of the selected team or teams.

Child Protection Plans

Shows a count of all Children who are the subject of a Child Protection Plan whose allocated worker is currently a member of the selected team or teams.

Children in Need

Shows a count of all Children in Need whose allocated worker is currently a member of the selected team or teams.

Care Leavers

Shows a count of all Care Leavers whose allocated worker is currently a member of the selected team or teams. Care Leavers of the following categories are included:

- Relevant Child
- Former Relevant Child
- Qualifying Care Leaver
- Eligible Child
- No CLA History i.e. a group children who have never been looked after, but are aged over 18 and assigned to a Care Leaver team.

Assessments due next 7 days

Shows a count of Child and Family Assessments which are due to be completed in the next **7** calendar days.

An assessment is overdue if more than 45 working days have passed since the Child and Family Assessment was triggered. Please see 'Glossary of Terms' document for details of where those dates come from in Mosaic.

Reviews due next 7 days

Shows a count of all cases allocated to the selected team or teams for which a review is due in the next 7 calendar days. The date that a review is due depends on the status of the cases. How the review due date for each case status is calculated is laid out in the 'Glossary of Terms' document. The relevant sections in that document for each status are as follows:

- For **Children Looked After** see the 'Child Looked After Reviews on time' section
- For **Children who are the subject of a Child Protection Plan** see the 'Child Protection Reviews up to date' section

- For **Care Leavers** seen the 'Care Leaver Reviews Up to Date' section
- For **people allocated to CYPDS** see the 'Reviews of people allocated to CYPDS' section
- For **Children in Need** see the 'Child in Need Reviews on time' section

Supervisions due in the next 7 days

Shows a count of all cases allocated to the selected team or teams for which a supervision is due in the next 7 calendar days. The date that a supervision is due depends on the status of the cases.

For details of how the supervision due date is calculated, please see the 'Supervision' section of the 'Glossary of Terms' document.

Chronologies due next 7 days

Shows a count of all cases allocated to the selected team or teams for which a chronology is due in the next 7 calendar days.

For details of how the chronology due date is calculated, please see the 'Chronologies on time' section of the 'Glossary of Terms' document.

Visits due in the next 7 days

Shows a count of all cases allocated to the selected team or teams for which a visit is due in the next 7 calendar days. The date that a visit is due depends on the status of the case.

For details of how the visit due date is calculated, please see the 'Visits' section of the 'Glossary of Terms' document.

Initial Care Plans Plans due next 7 days

Shows a count of Children Looked After cases allocated to the selected team or teams for which an initial CLA care plan is due in the next 7 days.

For details of how the initial CLA plan due date is calculated, please see the 'Initial Child Look After Plan on time' section of the 'Glossary of Terms' document.

CLA Plans due next 7 days

Shows a count of all Children Looked After allocated to the selected team or teams for which a review CLA plan is due in the next 7 calendar days.

For details of how the review CLA plan due date is calculated, please see the 'Review Child Look After Plan on time' section of the 'Glossary of Terms' document.

Health Assessments due next 7 days

Shows a count of all Children Looked After allocated to the selected team or teams for whom a Health Assessment is due in the next 7 calendar days.

Dental Checks due next 7 days

Shows a count of all Children Looked After allocated to the selected team or teams for which a Dental Check is due in the next 7 calendar days.

ICPCs due next 7 days

Shows a count of all children who have an Initial Child Protection Conference (ICPC) planned and that ICPC is due in the next 7 calendar days. See 'Glossary of Terms' for details on how ICPC timeliness is calculated.

Core Groups due in next 7 days

Shows a count of all children who are the subject of a Child Protection Plan and are due for a Core Group in the next 7 calendar days.

See 'Glossary of Terms' for details on how a Core Group is recorded and how often they should take place.

Tasks Due Later

This page shows pieces of work which are still open, but the date by which they should be completed is not imminent. For most boxes this is this is pieces of work due in the next 28 calendar days from now.

Behaviour on drill-down

All cards allow users to drill-down to a list allowing the users to see details of the cases or pieces of work shown in the card.

Allocated Cases

Shows a count of the cases allocated to the selected team or teams.

Children Looked After

Shows a count of all Children Looked After whose allocated worker is currently a member of the selected team or teams.

Child Protection Plans

Shows a count of all Children who are the subject of a Child Protection Plan whose allocated worker is currently a member of the selected team or teams.

Children in Need

Shows a count of all Children in Need whose allocated worker is currently a member of the selected team or teams.

Care Leavers

Shows a count of all Care Leavers whose allocated worker is currently a member of the selected team or teams. Care Leavers of the following categories are included:

- Relevant Child
- Former Relevant Child
- Qualifying Care Leaver
- Eligible Child
- No CLA History i.e. a group children who have never been looked after, but are aged over 18 and assigned to a Care Leaver team.

Assessments due next 8-28 days

Shows a count of Child and Family Assessments which are due to be completed between **8 and 28** calendar days from today.

An assessment is overdue if more than 45 working days have passed since the Child and Family Assessment was triggered. Please see 'Glossary of Terms' document for details of where those dates come from in Mosaic.

Reviews due next 8-28 days

Shows a count of all cases allocated to the selected team or teams for which a review is due in the next **8 to 28** calendar days from today. The date that a review is due depends on the status of the cases. How the review due date for each case status is calculated is laid out in the 'Glossary of Terms' document. The relevant sections in that document for each status are as follows:

- For **Children Looked After** see the 'Child Looked After Reviews on time' section

- For **Children who are the subject of a Child Protection Plan** see the 'Child Protection Reviews up to date' section
- For **Care Leavers** seen the 'Care Leaver Reviews Up to Date' section
- For **people allocated to CYPDS** see the 'Reviews of people allocated to CYPDS' section
- For **Children in Need** see the 'Child in Need Reviews on time' section

Supervisions due in the next 8-28 days

Shows a count of all cases allocated to the selected team or teams for which a supervision is due in the next **8 to 28** calendar days from today. The date that a supervision is due depends on the status of the cases.

For details of how the supervision due date is calculated, please see the 'Supervision' section of the 'Glossary of Terms' document.

Chronologies due next 8-28 days

Shows a count of all cases allocated to the selected team or teams for which a chronology is due in the next **8 to 28** calendar days from today.

For details of how the chronology due date is calculated, please see the 'Chronologies on time' section of the 'Glossary of Terms' document.

Visits due in the next 8-28 days

Shows a count of all cases allocated to the selected team or teams for which a visit is due in the next **8 to 28** calendar days from today. The date that a visit is due depends on the status of the case.

For details of how the visit due date is calculated, please see the 'Visits' section of the 'Glossary of Terms' document.

Initial Care Plans Plans due next 8+ days

Shows a count of Children Looked After cases allocated to the selected team or teams for which an initial CLA care plan is due over 8 calendar days from now.

For details of how the initial CLA plan due date is calculated, please see the 'Initial Child Look After Plan on time' section of the 'Glossary of Terms' document.

CLA Plans due 8-28 days

Shows a count of all Children Looked After allocated to the selected team or teams for which a review CLA plan is due in the next **8 to 28** calendar days from today.

For details of how the review CLA plan due date is calculated, please see the 'Review Child Look After Plan on time' section of the 'Glossary of Terms' document.

Health Assessments due 8-28 days

Shows a count of all Children Looked After allocated to the selected team or teams for whom a Health Assessment is due in the next **8 to 28** calendar days from today.

Dental Checks due 8-28 days

Shows a count of all Children Looked After allocated to the selected team or teams for which a Dental Check is due in the next **8 to 28** calendar days from today.

ICPCs due 8-28 days

Shows a count of all children who have an Initial Child Protection Conference (ICPC) planned and that ICPC is due in the next **8 to 28** calendar days from today. See 'Glossary of Terms' for details on how ICPC timeliness is calculated.

Core Groups due 8- 28 days

Shows a count of all children who are the subject of a Child Protection Plan and are due for a Core Group in the next **8 to 28** calendar days from today.

See 'Glossary of Terms' for details on how a Core Group is recorded and how often they should take place.