

How to run reports

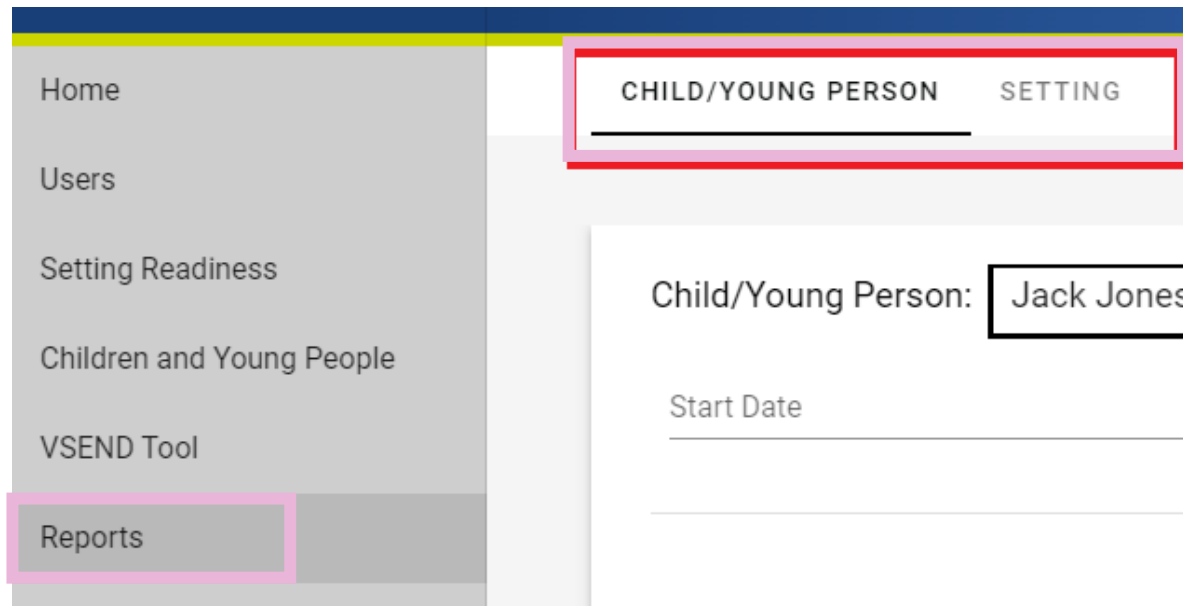


How to run reports

- Reports can be run by all user types. Reports pull out information about individual children (if permission has been granted to view child level data) and all children that can help inform decision-making, reveal patterns and aid planning.

Reports for School/ setting users

- There are two types of report accessible to schools and settings: Child/Young Person-level reports; and Setting-level reports. You can switch between these by selecting “Child/Young Person” or “Setting” at the top of the screen:



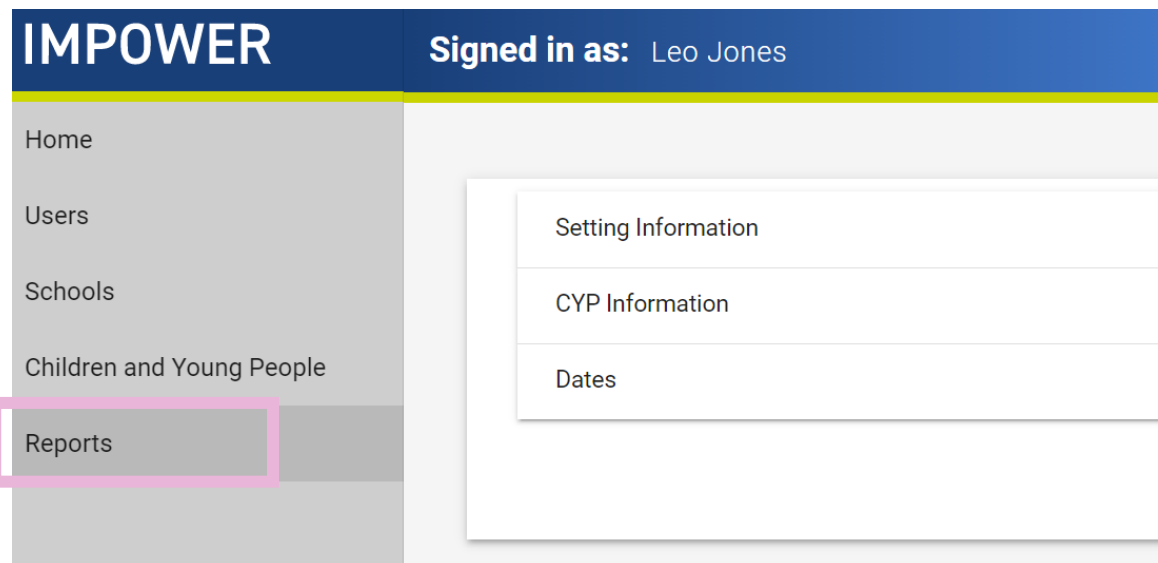
The screenshot displays a web application interface for running reports. On the left is a vertical sidebar menu with the following items: Home, Users, Setting Readiness, Children and Young People, VSEND Tool, and Reports. The 'Reports' item is highlighted with a pink rectangular box. To the right of the sidebar, at the top, are two tabs: 'CHILD/YOUNG PERSON' and 'SETTING'. The 'CHILD/YOUNG PERSON' tab is selected and highlighted with a red rectangular box. Below the tabs, the main content area shows a form with the label 'Child/Young Person:' followed by a text input field containing the name 'Jack Jones'. Below this is a 'Start Date' label followed by an empty text input field.

How to run reports

Reports for Local Authority administrators

Local authority administrators can use reports to pull out information across all settings or a sub-group of settings. They can filter data to run reports for particular cohorts of children, and enter start/ end dates to look at different periods of time.

The Reports area is found in the same way for Local Authority administrators as for Setting staff: by navigating to the Reports section in the left-hand pane.



Some Local Authorities have put in place the necessary information governance so that they can access child-level data. This is available via the 'Children and Young People' section in the left-hand pane, and appears in the summary tab within the completed tool itself.

How to run reports

Child/Young Person reports

These reports allow you to see changes in an individual child or young person’s assessments over time. To run a report:

- Start typing the child’s name in the ‘Child/Young Person’ box at the top of the screen and then select the relevant child.
- If desired, select dates for the ‘start date’ and ‘end date’ which will limit the number of assessments returned
- Click ‘Generate’ and a report will be created

Home

Users

Setting Readiness

Children and Young People

VSEND Tool

Reports

Child/Young Person: Jack Jones

Start Date

End Date

GENERATE

Assessment Date	Needs Assessment					Setting Readiness					Home Confidence				
	C&L	C&I	SEMH	S&P	Ind	C&L	C&I	SEMH	S&P	Ind	C&L	C&I	SEMH	S&P	Ind
07/09/2021, 17:23:33	6 =	4 =	6 =	0 =	4 =	0 =	0 =	0 =	0 =	0 =	0 =	0 =	0 =	0 =	0 =
07/09/2021, 17:23:42	6 =	4 =	6 =	0 =	4 =	0 ↓	0 ↓	0 ↓	0 ↓	0 ↓	0 =	0 =	0 =	0 =	0 =
07/09/2021, 17:24:14	6 =	4 =	6 =	0 =	4 =	5 =	4 =	6 =	4 =	3 =	0 ↓	0 ↓	0 ↓	0 ↓	0 ↓
07/09/2021, 17:24:41	6 =	4 =	6 =	0 =	4 =	5 =	4 =	6 =	4 =	3 =	5 =	4 =	5 =	5 =	5 =
09/09/2021, 14:51:26	6 =	4 =	6 =	0 =	4 =	5 =	4 =	6 =	4 =	3 =	5 =	4 =	5 =	5 =	5 =
01/11/2021, 11:16:17	6 =	4 =	6 =	0 =	4 =	5 =	4 =	6 =	4 =	3 =	5 =	4 =	5 =	5 =	5 =

How to run reports

Child/Young Person reports - interpretation

- If a Needs Assessment score is highlighted in red, the need score is higher than the 'setting readiness' score for that outcome domain. If it is green, the score is met by the setting readiness.
- If a 'Setting Readiness' or 'Home Confidence' score is shown as red, it is lower than the child's need score for that outcome domain. If it is green, the score is meeting or exceeding need.
- Each score has a symbol to indicate whether it is the same as the previous assessment ('=' sign); or has increased or decreased (up or down arrow)

Home

Users

Setting Readiness

Children and Young People

VSEND Tool

Reports

Child/Young Person: Jack Jones

Start Date

End Date

GENERATE

Needs Assessment						Setting Readiness					Home Confidence				
Assessment Date	C&L	C&I	SEMH	S&P	Ind	C&L	C&I	SEMH	S&P	Ind	C&L	C&I	SEMH	S&P	Ind
07/09/2021, 17:23:33	6 =	4 =	6 =	0 =	4 =	0 =	0 =	0 =	0 =	0 =	0 =	0 =	0 =	0 =	0 =
07/09/2021, 17:23:42	6 =	4 =	6 =	0 =	4 =	0 ↓	0 ↓	0 ↓	0 ↓	0 ↓	0 =	0 =	0 =	0 =	0 =
07/09/2021, 17:24:14	6 =	4 =	6 =	0 =	4 =	5 =	4 =	6 =	4 =	3 =	0 ↓	0 ↓	0 ↓	0 ↓	0 ↓
07/09/2021, 17:24:41	6 =	4 =	6 =	0 =	4 =	5 =	4 =	6 =	4 =	3 =	5 =	4 =	5 =	5 =	5 =
09/09/2021, 14:51:26	6 =	4 =	6 =	0 =	4 =	5 =	4 =	6 =	4 =	3 =	5 =	4 =	5 =	5 =	5 =
01/11/2021, 11:16:17	6 =	4 =	6 =	0 =	4 =	5 =	4 =	6 =	4 =	3 =	5 =	4 =	5 =	5 =	5 =

How to run reports

Setting reports

As a School/ setting user, this allows you to run a report covering multiple children and young people in your setting. Select 'setting' at the top of the reports section to access it.

As a Local Authority administrator, this is your main reporting tool and allows you to run a report covering multiple settings and groups of children/ young people.

The tool contains three areas:

- Setting information (not used by Schools/ setting users) – indicating the setting and local authority area selected. If you are a school / setting user you will not be able to change this
- CYP information – this allows you to filter and run a report for certain groups – e.g. by age/ year group, SEN Provision type, as well as characteristics such as gender, ethnicity and preferred language.
- Dates – This allows you to limit the report to certain review or assessment dates.

The screenshot shows a web interface for generating reports. At the top, there are two tabs: 'CHILD/YOUNG PERSON' and 'SETTING', with 'SETTING' being the active tab. Below the tabs is a white box containing three filter sections, each with a dropdown arrow: 'Setting Information', 'CYP Information', and 'Dates'. At the bottom right of the white box is a dark blue button labeled 'GENERATE'.

How to run reports

Setting reports

Select the parameters you wish to alter and then click 'generate' – this will present you with four charts:

- Ratings chart – a Radar Chart showing the average need, setting readiness and home confidence scores for the children/young people in the cohort
- Overview – the same information as above presented in a table
- Needs met by setting readiness – a bar chart showing the % of children and young people where Setting Readiness matches or exceeds the level of need
- Needs met by home confidence – a bar chart showing the % of children and young people where Home Confidence matches or exceeds the level of need

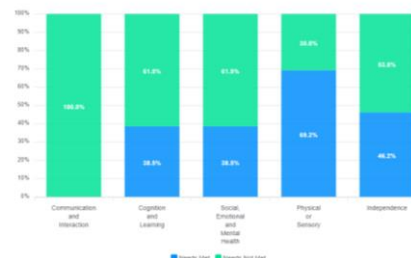
Ratings Chart



Derby City Council

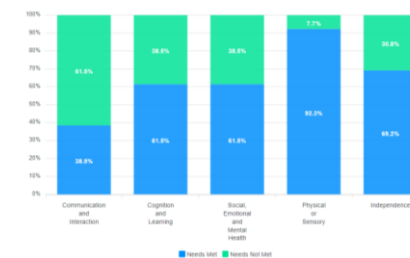
Needs Met by Setting Readiness

% of children and young people where setting readiness matches or exceeds the level of need



Needs Met by Home Confidence

% of children and young people where home confidence matches or exceeds the level of need



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