Risk Prioritisation Tool Data Reporting – A How To Guide for Group Managers

For the both the Social Care Prioritisation Tool and the OT Prioritisation Tool, there is a tab called "Data Count". This information is automatically generated, and is the data you will need to input on the "Risk Prioritisation Data Reporting - GM Performance Clinic" spreadsheet.

The "Data Count" tab looks like this on the Social Care spreadsheet:

New Referrals - Total			Reviews (Unplanned and Overdue) - Total			Safeguardings - Total				Longest Wait (in Days)		
										New Referral	Safeguarding	Review
V. High	1		V. High	1		V. High	1		V. High	98	21	90
High	1		High	1		High	1		High	94	21	75
Medium	4		Medium	1		Medium	1		Medium	99	88	89
Low	3		Low	5		Low	1		Low	95	89	90

New Referrals - Overdue			Reviews (Unplanned and Overdue) - Overdue			Safeguardings - Overdue		
Overdue V. High	1		Overdue V. High	1		Overdue V. High	1
Overdue High	1		Overdue High	1		Overdue High	1
Overdue Medium	4		Overdue Medium	1		Overdue Medium	1
Overdue Low	3		Overdue Low	5		Overdue Low	1

The "Data Count" tab looks like this on the OT spreadsheet:

Risk Label	Count
V. High	2
High	4
Medium	9
Low	7
Risk Label - Overdue	**Count**
Overdue V. High	2
Overdue High	4
Overdue Medium	9
Overdue Low	7
	Longest Wait (in Days)
V. High	141
High	96
Medium	99
Low	98

The figures shown will need to be input onto the "Risk Prioritisation Data Reporting - GM Performance Clinic" spreadsheet. This is in the Teams Channel called "ASCH P and P Performance" under a separate channel names "Risk Prioritisation Matrix – Data Collection". The link for the current Jan 2023 – Dec 2023 spreadsheet is here.

The "Risk Prioritisation Data Reporting - GM Performance Clinic" spreadsheet will have a row for each social work team, and a corresponding one for OTs in that area. The OT ones are slightly different, as some areas have an OT sheet for each team, whilst others combine them to cover a whole area (e.g. Amber Valley has 3 social work sheets – one for each team – but one OT sheet for all OT in Amber Valley).

You will manually input the numbers (which you will obtain from the team SMs).

There is a tab for each month of the year as well as a tab specifically for inputting data on people who have waiting over 6 months.

When you input the data, you need to also fill in the date you're entering the data, and the name of the reporting GM.

The spreadsheet is quite long and wide so please make sure you scroll up/down and across to ensure you've input your data in the correct place.

If you have any issues inputting the data, or require any technical help, please contact Sophie Stockton (Sophie.Stockton2@derbyshire.gov.uk)

Below is an overview of the figures you're reporting:

1. How many new social care referrals there are currently waiting, broken down by risk prioritisation label (Very High, High, Medium and Low).
2. How many new social care referrals there are currently waiting, broken down by risk prioritisation label (Very High, High, Medium and Low) **and have been waiting longer to be allocated than the recommended allocation deadline.**
3. How many safeguardings there are currently waiting, broken down by risk prioritisation label (Very High, High, Medium and Low).
4. How many safeguardings there are currently waiting, broken down by risk prioritisation label (Very High, High, Medium and Low) **and have been waiting longer to be allocated than the recommended allocation deadline.**
5. How many social care reviews (both unplanned and overdue) there are currently waiting, broken down by risk prioritisation label (Very High, High, Medium and Low).
6. How many social care reviews (both unplanned and overdue) there are currently waiting, broken down by risk prioritisation label (Very High, High, Medium and Low) **and have been waiting longer to be allocated than the recommended allocation deadline.**
7. How long the longest social care referral has been waiting (in days) broken down by risk prioritisation label (Very High, High, Medium and Low) across all three categories (i.e. out of the longest wait for new referral, safeguarding and review, which referral has waiting been waiting longest in days – that's the figure you report)
8. How many OT referrals there are currently waiting, broken down by risk prioritisation label (Very High, High, Medium and Low).
9. How many OT referrals there are currently waiting, broken down by risk prioritisation label (Very High, High, Medium and Low) **and have been waiting longer to be allocated than the recommended allocation deadline.**
10. How long the longest OT referral has been waiting (in days) broken down by risk prioritisation label (Very High, High, Medium and Low).
11. How many people have been waiting over 6 months for a social care referral, broken down by category (New Referral, Safeguarding and Review).
12. How many people have been waiting over 6 months for an OT referral.