



# SOLARIS CAREWARE

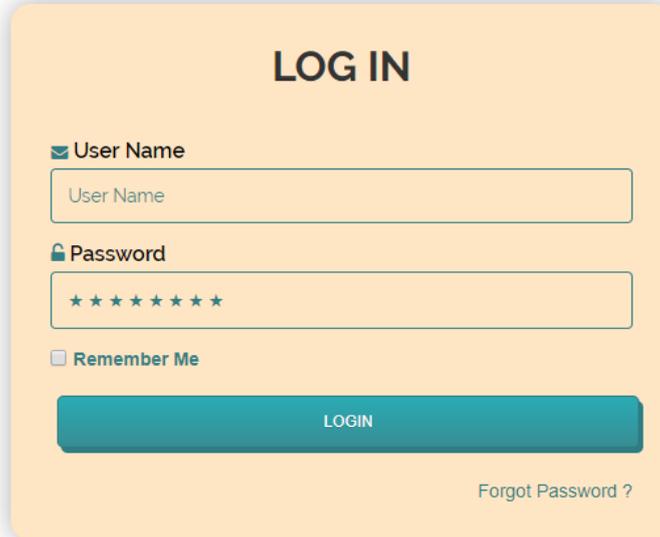
User Manual

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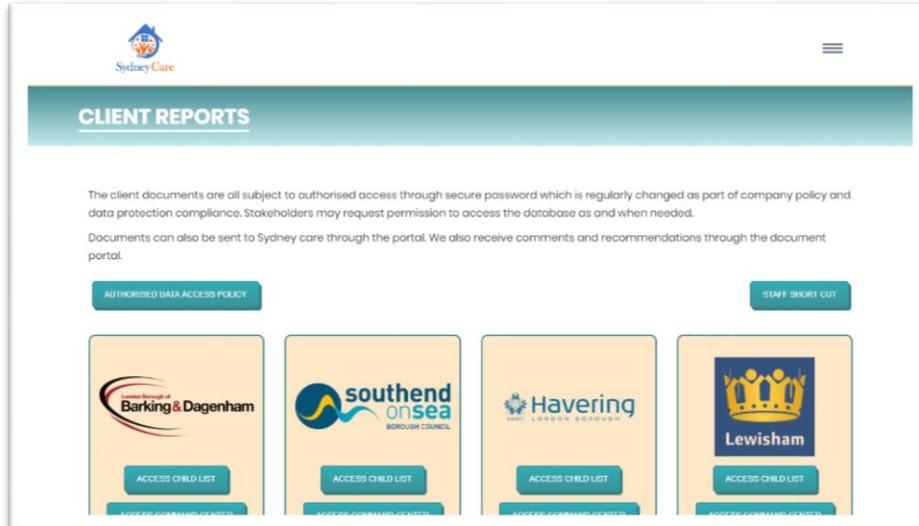
# 1 Starting off

A link to your Solaris Careware site along with a username and password will be provided to you. Use these details to access your Solaris Careware site.



The screenshot shows a login form on a light orange background. At the top, the text "LOG IN" is centered in a bold, black font. Below this, there are three input fields: "User Name" with a key icon, "Password" with a lock icon, and "Remember Me" with a checkbox. Each field has a corresponding icon to its left. Below the fields is a teal "LOGIN" button. At the bottom right, there is a link that says "Forgot Password ?".

You will be presented with the site's Client Reports page, which will show a list of local authority boxes.



## 2 Key functions of Solaris Careware

The key functions of the Solaris Careware site gives you the ability to:

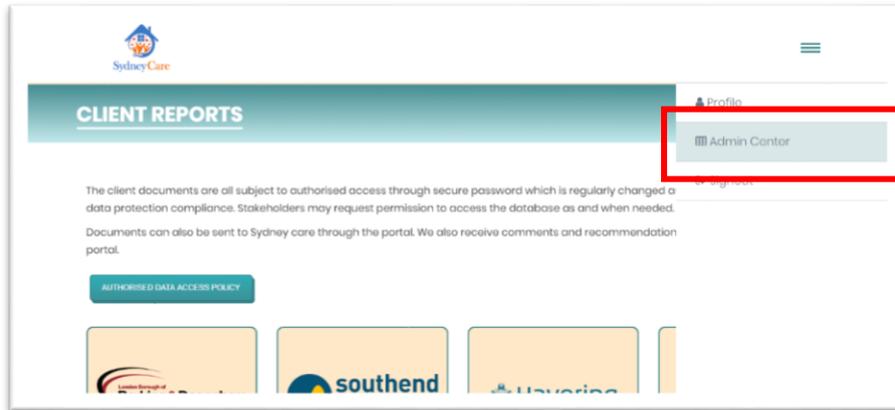
- Create child profiles with photograph option
- Create local authority pages
- Create a staff database
- Apply restrictions or usage permissions for staff and external users
- Set instant alerts on overdue reports and assign tasks to staff
- Create care home reports/documents
- Upload and archive external child reports
- Create development targets and monitor progression over 12 months
- Create risk assessments
- Create weekly reports
- Create daily logs and filter relevant information to weekly reports
- Create weekly reports and scoring in self-development
- Create alternative monthly reports
- Create miscellaneous reports
- Manage unit details and availability
- Create care/support plans
- Create safety plans
- Create LAC reports
- Create incident reports
- Create missing child resources individually
- Create personal education plans
- Create independent living skills assessments

*All reports and documentations can be printed or securely sent by email to an authorised recipient outside of the system.*

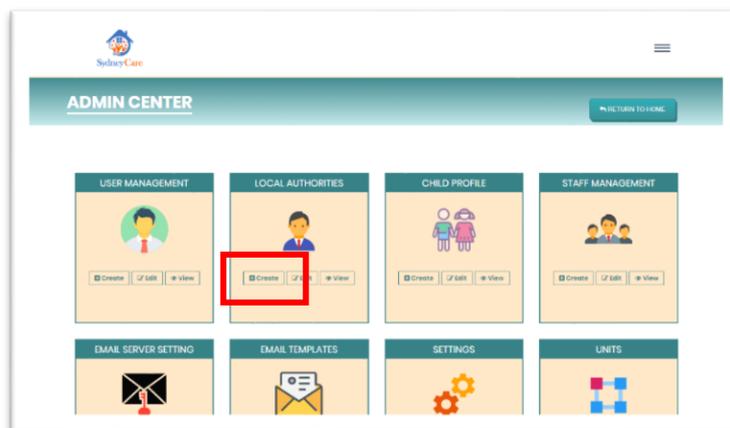
### 3 Setting up local authority details

#### Access: Management

The first thing that is required is to set up your current list of local authorities you work with. To add a local authority, go to the Admin Centre (located in the side menu bar).



The Admin Centre shows the administrative configuration tools.



Go to the Local Authorities box, where you can click create, edit or view local authority listings. The image below shows the Local Authority Creator page where you would create a new listing.



## 4 Setting up users

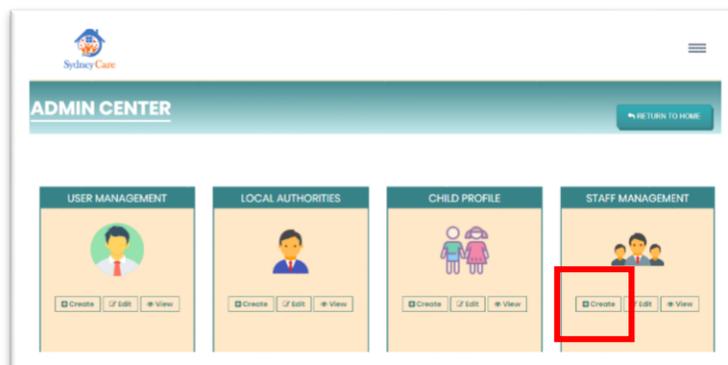
### Access: Management

Solaris Careware operates as a records management system with a hierarchy of users. This includes guest user, staff/admin user, and super/management administrator.

By default, the super administrator has the ability to view, edit, save and publish documents/reports. This is usually designated to the owners of the care home, as well as the top management. Guest users would typically be external users such as those of the local care authority: social workers, placement staff, CAMHS, etc. Staff/Admin users are usually frontline staff who would view reports and perform limited tasks on the system.

The user permission can be set to permit various user types to perform certain actions or view certain documents. Only care home management can access the Admin Centre where the more sensitive parts of the system would be found.

To set up users, you must first add them into the Staff Management. First go to the Admin Centre, which is located in the Side Menu, in order to enter the Admin Centre page.



Go to Staff Management box and select Create, where you will be able to create a new staff member.

A screenshot of the 'STAFF CREATOR' form. The page has a teal header with the 'Sydney Care' logo on the left and a 'RETURN TO LIST' button on the right. Below the header is a 'SAVE' button. The form itself is a white box with several input fields: 'Full Name', 'Birth Date' (with a dropdown menu), 'Phone No.', 'Mobile No.', 'City', 'Postal Code', 'Address', and 'Email ID'. There is also a 'SAVE' button at the bottom left of the form.

After saving, you can then set permissions for this new user. Return to the Admin Centre page and go to the User Management box. Select Create, and you will then be able to create users who would have certain permissions to the system.

**CREATE USER** [RETURN TO LIST](#)

Username:  Password:

Full Name:  Email ID:

Phone No:  User Role: Superadmin

Is Active

**User Permission** **Local Authorities**

Allow Manage:  Select All:

Name	Add	Edit	Delete	View	Publish
Profile	Yes	Yes	Yes	Yes	Yes

Bear in mind that guest users, unlike super administrators and staff users, can only view and comment on reports they are permitted to view, as well as only viewing what local authority placements they are permitted to view.

## 5 Setting up units

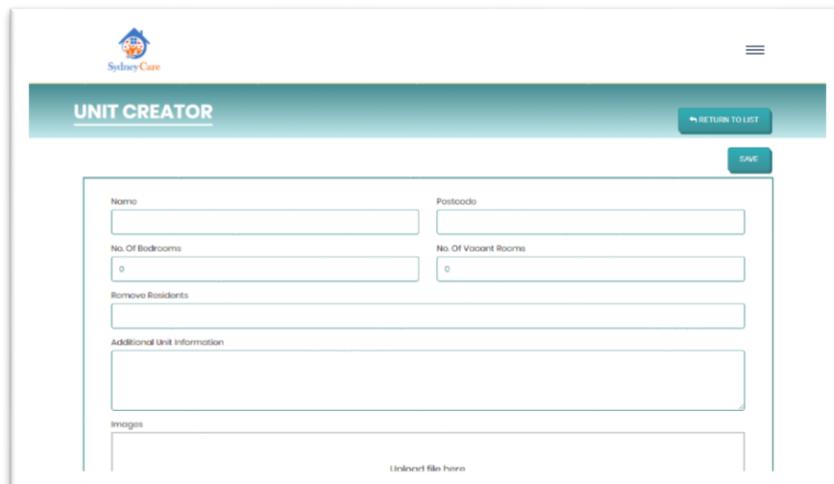
### Access: Management

Each child would have to be allocated a home placement. Home placements are referred to as units.

In order to create a unit, you must first be a super administrator. On the Admin Centre site, go to the Units box.



Click Add, and fill in the relevant details to create a new unit.

A screenshot of the 'UNIT CREATOR' form in the Sydney Care Admin Centre. The form is titled 'UNIT CREATOR' and has a 'RETURN TO LIST' button in the top right corner. Below the title, there is a 'SAVE' button. The form contains several input fields: 'Name', 'Postcode', 'No. Of Bedrooms', 'No. Of Vacant Rooms', 'Remove Residents', 'Additional Unit Information', and 'Images'. The 'No. Of Bedrooms' and 'No. Of Vacant Rooms' fields have a '0' entered. The 'Images' field has a placeholder text 'Upload file here'.

You can also then view and edit the details of the units.

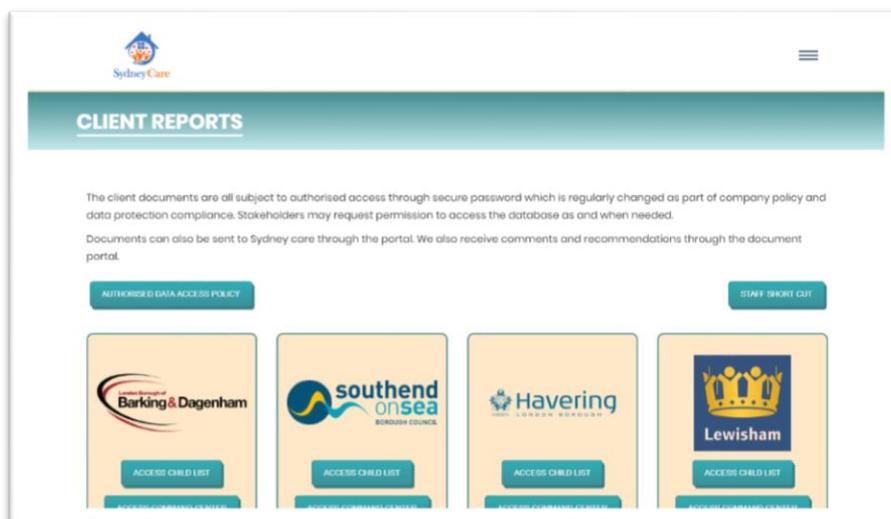
## 6 Setting up profiles

### Access: All staff

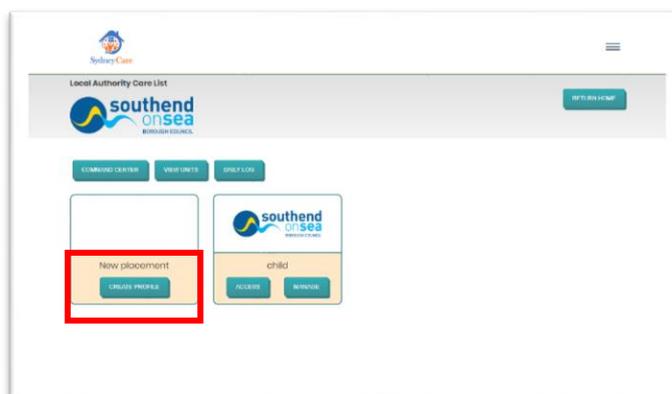
The child profile page is designed as an open plan layout where a snapshot of the child's progression ladder can be viewed.

Each child has a profile page which appears as the central point for users to access child details as well as reports. It is also the area on the system where archived external reports can be stored and accessed for future use.

To set up a child's profile page, you will need to select the local authority box that the new placement comes from. These boxes are found on the Client Reports page.



Once you've found your local authority, click Access Child List. Then click create Child Profile on the New Placement box.



Upon clicking the Child Profile button, the Profile Creator will be presented. This is where the relevant details about the child would be added. When setting up a child profile, the list of home placements that were added in Units will appear. Select the home you wish to place the child.

The image shows a web form titled "PROFILE CREATOR" from SydneyCare. The form is divided into several sections. At the top, there is a "RETURN TO LIST" button. Below that are "SAVE" and "PUBLISH" buttons. The main form area contains the following fields and sections:

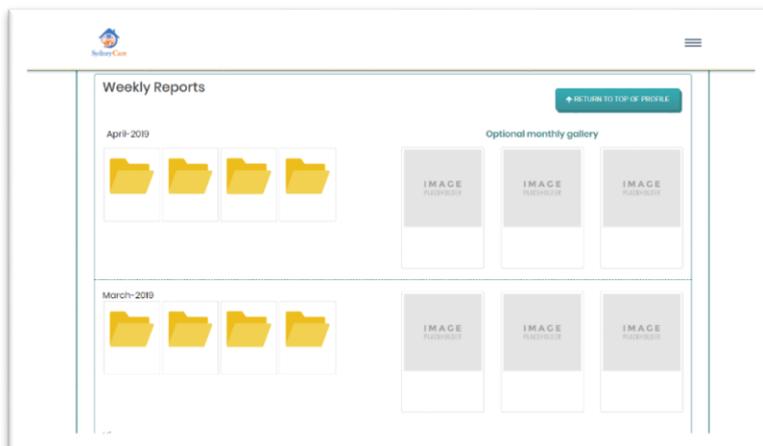
- Client Name:** A text input field.
- Name of Keyworker:** A text input field.
- Add local authority logo:** A file upload area with the text "Upload file here".
- Add client's photo:** A file upload area with the text "Upload file here".
- Units:** A dropdown menu with "Select" as the current selection. This field is highlighted with a red rectangular box.
- Apply general care status:** A section with four rows of radio button options:
  - In education or training? (Yes, No, In-Progress)
  - Job ready? (Yes, No, In-Progress)
  - Employed? (Yes, No, In-Progress)
  - Full independence? (Yes, No, In-Progress)
  - Medical registration? (Yes, No, In-Progress)
- PROFILE SUMMARY:** A section with two fields: "Date of Birth" and "Placement start date".

Once the form is completed, you can then either save or publish this profile. By saving, you will be able to then return to the profile to add more details or update certain areas. Only click publish when there is enough usable content to qualify the profile page as useful to users.

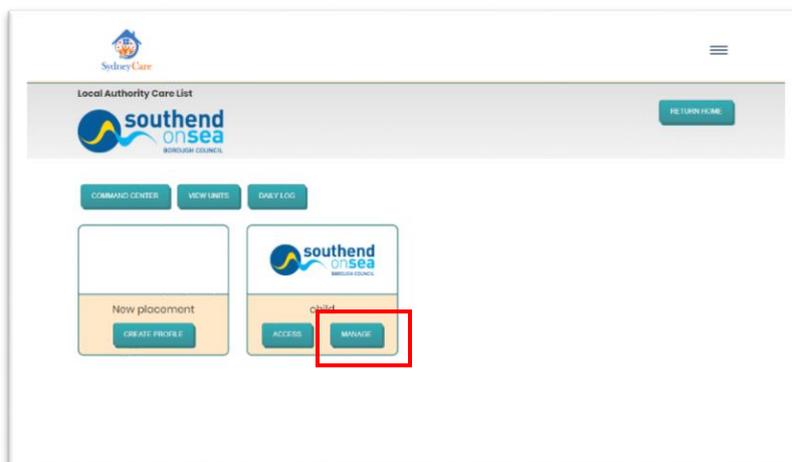
To view the generated profile page, return to the Client Report page and select the Access Child List to choose the relevant local authority. Next, click Access to see the generated profile page.

## 7 Adding images on the photo gallery

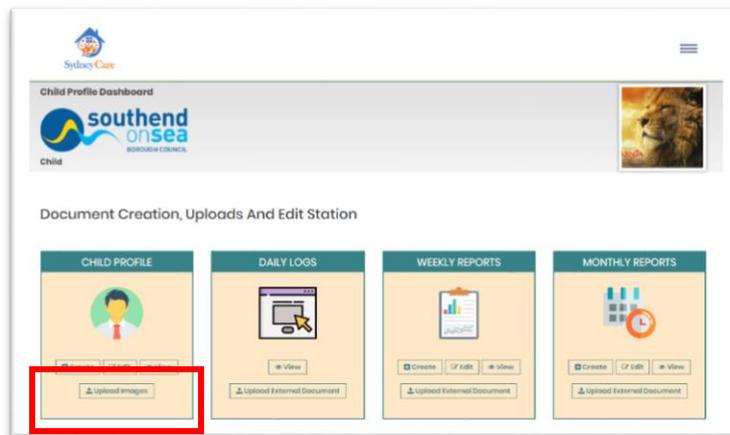
At the bottom of the child profile page is the photo gallery. There are placeholders to add three optional photos of interest for each month, which sits alongside the weekly reports generated for each month.



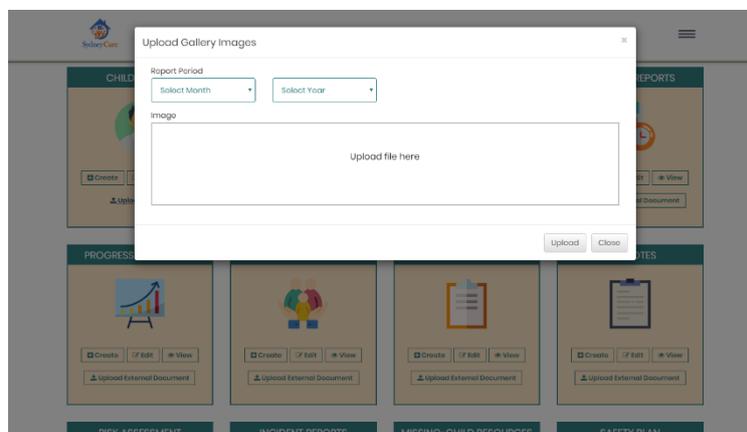
To add photos to a particular child's profile page, navigate to the Client Report page and select the relevant Local Authority box. This will take you to the Local Authority Care List page. Click Access Child List, then click Manage.



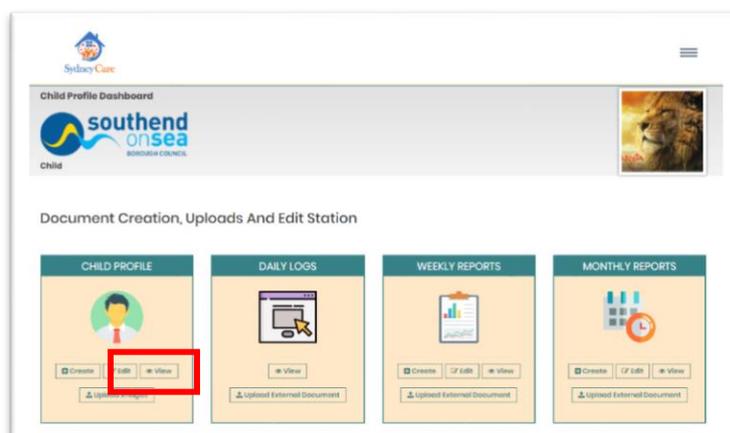
This will take you to the Child Profile Dashboard page. Go to the Child Profile box and click Upload Images in the pop up form.



Choose what year and month you are placing the photos, upload the photos, then click Save.



To view the uploaded photos, return to the Child Profile box and select View.

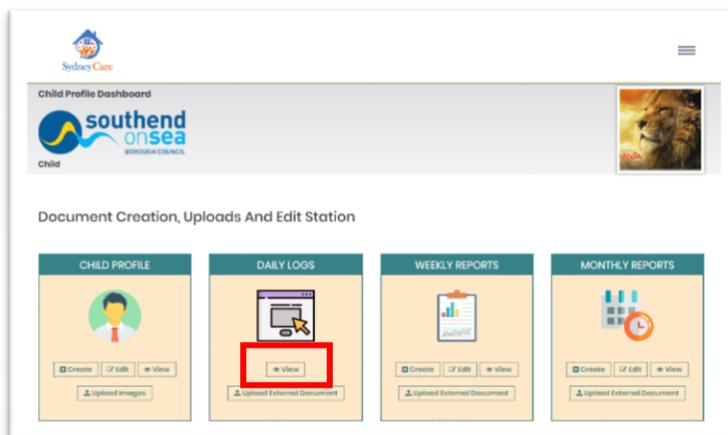


Each time you wish to add more images to the same month of the year, you will need to repeat the process by going back to the Child Profile box and clicking Upload Image.

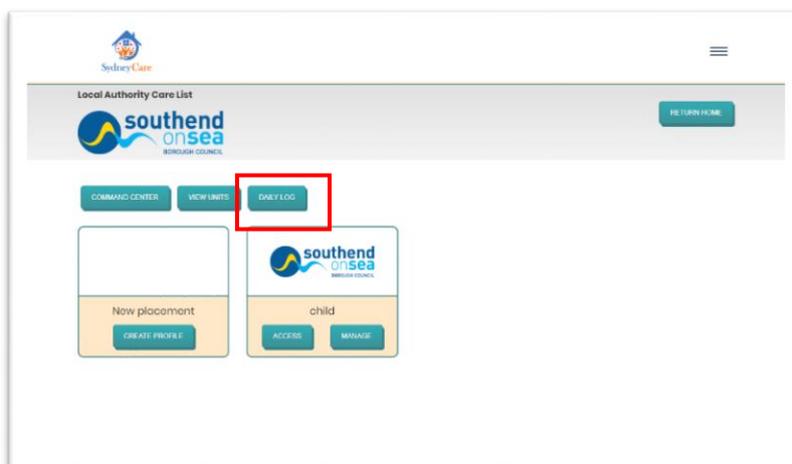
## 8 Daily logs

### Access: Staff/management

There are a number of ways to view or create daily logs. You can access the Daily Log page by going through the Child Profile Dashboard and clicking View in the Daily Log box.



Alternatively, you can click the Daily Log button at the top of the Local Authority Child List page.

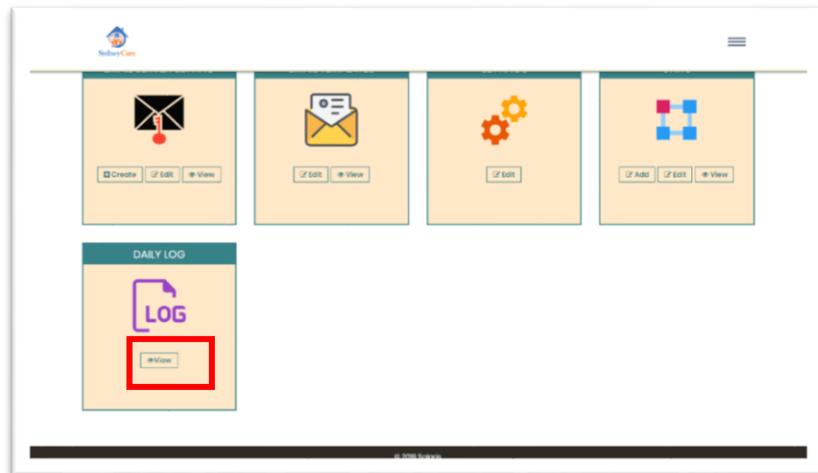


This will take you to the Unit List page, where you would then need to select the unit the child resides in via the '+' button.

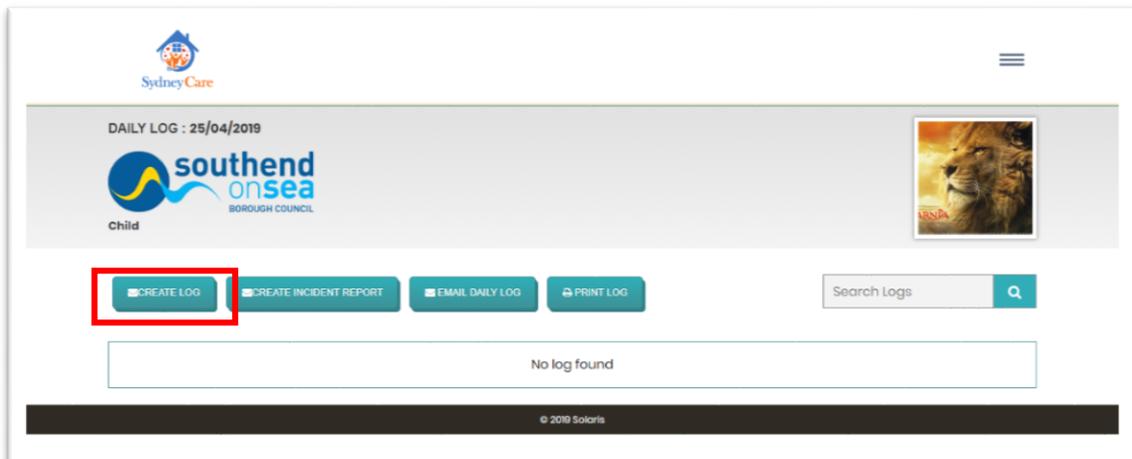
The screenshot shows the 'UNIT LIST' page with a table of units. The first row is highlighted with a red box around the '+' button. The table has columns for Unit Name, Postcode, Bedrooms, and Vacant Rooms.

	Unit Name	Postcode	Bedrooms	Vacant Rooms
+	Chippesham Rd	RM3 9HT	4	1
+	Birkhall Rd	SE8 1TD	4	2
+	Station Rd	RM2 8DA	1	0
+	Pettis Lane	-	1	1

As a management user, you can instead access the Daily Log via going to the Admin Centre page, selecting the Daily Log box and clicking View. As before, you will be taken to the Unit List page, where you would need to select the unit the child resides in via the '+' button.



The daily log acts like the paper version of a unit's log for each individual child. When you click on the daily log button, the log section automatically opens up under the present date. To make an entry, click the Create Log.



You will see previous logs you have created and saved. On the top left is a timestamp which displays the time the log entry was made.

The screenshot shows a web interface for managing logs. At the top, there are four buttons: 'CREATE LOG', 'CREATE INCIDENT REPORT', 'EMAIL DAILY LOG', and 'PRINT LOG'. To the right is a search bar labeled 'Search Logs'. Below this, there are two log entry forms. The first form has a 'Time Stamp : 10:11' field highlighted with a red box. To its right are 'EDIT INFORMATION' and 'EMAIL INFORMATION' buttons, and a checkbox labeled 'Relevant info for weekly report?'. Below the timestamp is a 'Staff On Duty' field with a redacted name, followed by an 'Add information' label and a large text area with redacted content. The second form is identical but with a timestamp of '12:11'.

Users are expected to type in the time an actual event occurred. You can email the entire daily log to a recipient, or email each log entry separately.

A daily log entry can be made to relate to the weekly report. At the top right section of each log entry form, there is a click option for relevance to the weekly report. You can click this option if the data of the entry is relevant to any content in the weekly report. The data would then be fed into the weekly report under the relevant date.

This screenshot is identical to the one above, showing the same log management interface. However, the checkbox labeled 'Relevant info for weekly report?' in the first log entry form is now highlighted with a red box.

Past daily log entries are editable via the Edit Information. However, it can only be edited within the period of that date up until midnight of that date. Daily logs are required to retain their original information when the time period of another day is reached.

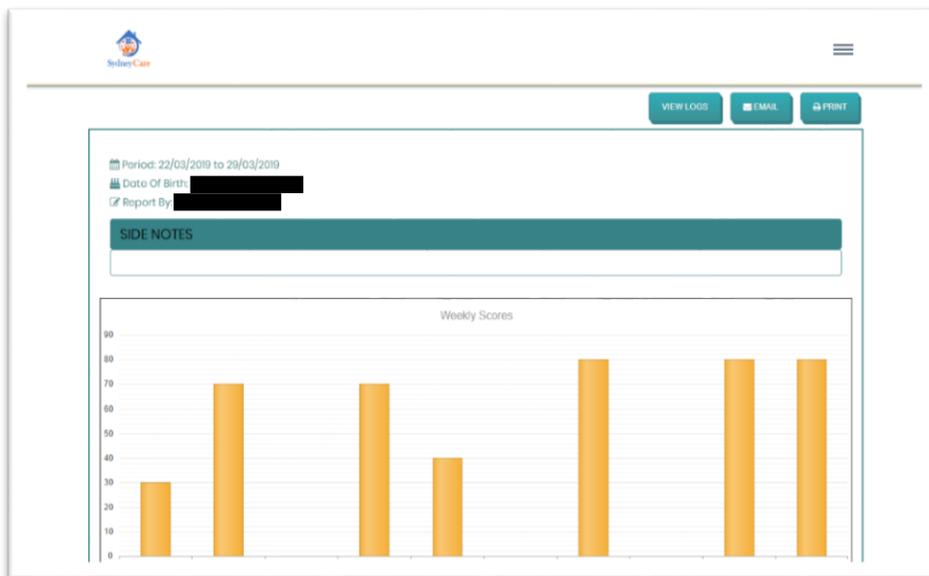
To search for a past daily log entry, you can use the calendar search option.

The screenshot displays a web interface for managing logs. At the top, there are four teal buttons: 'CREATE LOG', 'CREATE INCIDENT REPORT', 'EMAIL DAILY LOG', and 'PRINT LOG'. To the right of these buttons is a search bar labeled 'Search Logs' with a magnifying glass icon, which is highlighted with a red rectangular border. Below the buttons, there are two log entry cards. Each card has a 'Time Stamp' field (e.g., '10:11' and '12:11'), an 'EDIT INFORMATION' button, an 'EMAIL INFORMATION' button, and a checkbox labeled 'Relevant info for weekly report?'. The 'Staff On Duty' field in each card is redacted with a black box. Below the staff name, there is a section for 'Add information' with a dotted line and a redacted text area.

## 9 Weekly reports

**Access: All staff**

Weekly reports provide information about the child's development, skills and behavioural trends through progression charts and monthly reports. Weekly reports also include details of weekly key work sessions.



The Weekly Report box, like the Daily Log box, is located in the Child Profile Dashboard. You can create, edit or view a weekly report. You can create a new weekly report by clicking Create, which will take you to the Weekly Report Creator.

The screenshot shows the 'WEEKLY REPORT CREATOR' interface. At the top, there is a Sydney Care logo and a menu icon. Below the logo, there is a 'WEEKLY REPORT CREATOR' header and a 'RETURN TO TEAM DASHBOARD' button. Below the header, there are three buttons: 'VIEW LOGS', 'SAVE', and 'PUBLISH'. The main content area includes a 'Report period' section with 'From' and 'to' input fields. Below this are 'Client name' and 'Date Of Birth' input fields. There is also a 'Report created by?' input field. Below these fields is a 'SIDE NOTES' section with a text input area.

In the Weekly Report Creator, you would then be able to provide information about the child's behaviour, development and so forth. You would then give each section a score, and the weekly

report would show a graph of these scores for each subject. Score and staff guides are provided to help you add the right form of content that is relevant to each section.

**Skill Development**

**SELF - CARE / PERSONAL HYGIENE**

Score achieved scale of 1-10:  [SEE SCORE GUIDE](#)

*Maximum 100 words.*

**Staff guide:** This personal skill should include regular body hygiene such as showers or a bath, Grooming and general care of the body. This also covers weekly laundry and standard of appearance such as state of clothing. This section also includes room checks.

A useful feature in the Weekly Report Creator is the View Logs option.

The system is designed to operate weekly reports with optional management supervisors working with staff. This is to ensure the data scores are as accurate as possible, and that the added content is put together to a high standard, as these weekly reports would be viewed by external stakeholders.

Staff members are able to save their work and return to complete it at a later stage, but will not be able to publish it. This is because their username will not have been permitted to activate the publish function.

The supervisor user however would have the permission to publish. The designated supervisor would be allowed to check and edit the saved weekly report, and then publish it.

Upon publishing a weekly report, you can view it via the View button on the Child Profile page.

**Sydney Care**

**Child Profile**

**southend on sea**  
BOROUGH COUNCIL

Child

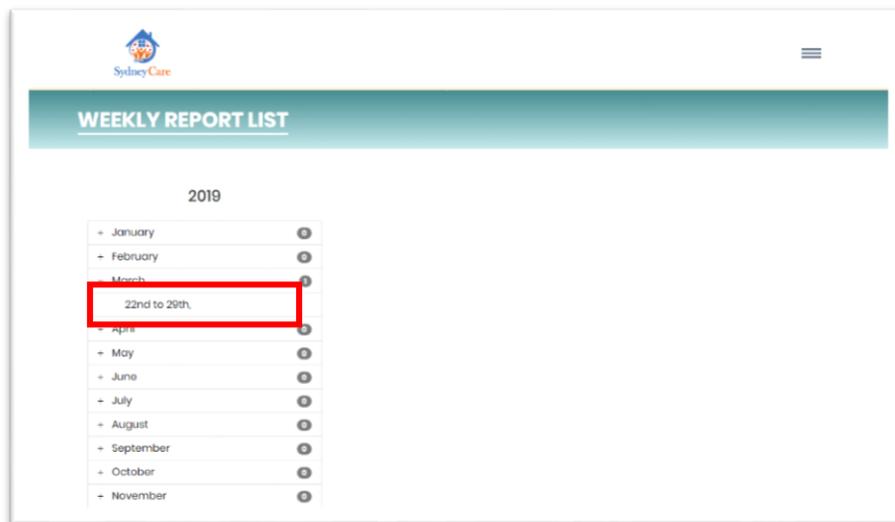
Incident Alerts(0)

Medical registration ✓ In Education/Training ✓ Job ready ✓ Full independence ✓

[WEEKLY REPORTS](#) [CARE SUPPORT PLAN](#)

Search Solaris.

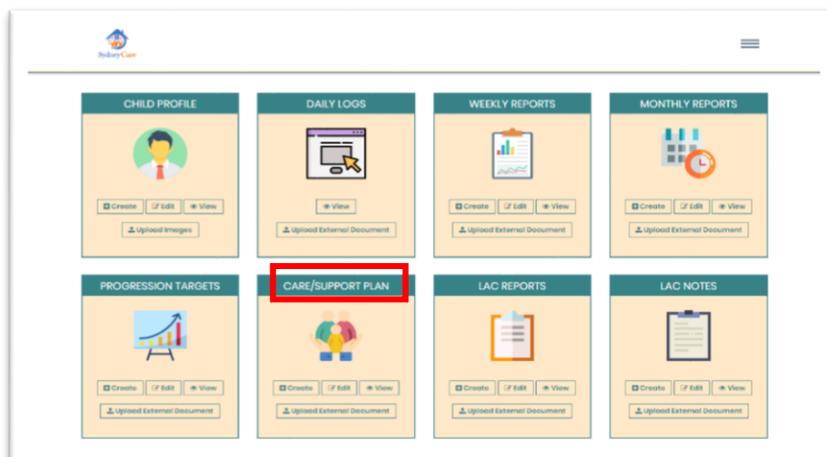
Alternatively, you can also view the weekly report by navigating to the Child Profile Dashboard page, selecting View on the Weekly Report box, and selecting a weekly period in the Weekly Report List Page.



## 10 Care/Support plan

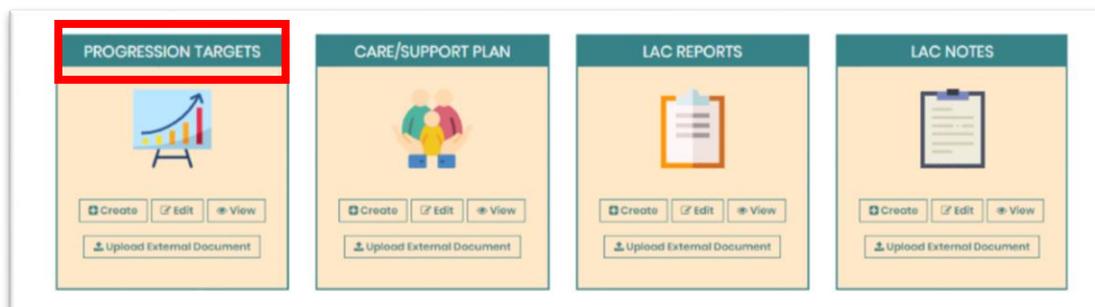
**Access: All staff and/or management**

The care plan is an optional addition to child care home records, though it is recommended that the one is created for each child. It can be accessed via the Child Profile Dashboard page.



Solaris Careware provides an integrated score and target setting within the care plan which is useful for monitoring how a child is performing in terms of set targets for self-development.

The scores and target settings in the care plan are synced to the progression scoring section of the system.



This means if the progression targets are set in the progression settings page, the data would then be fed into the score and target values in the care plan. There would be no need to repeat this process either way.

In order to create, edit or view a care plan, navigate to the Child Profile Dashboard page and select the Care/Support Plan box.