



SOLARIS CAREWARE

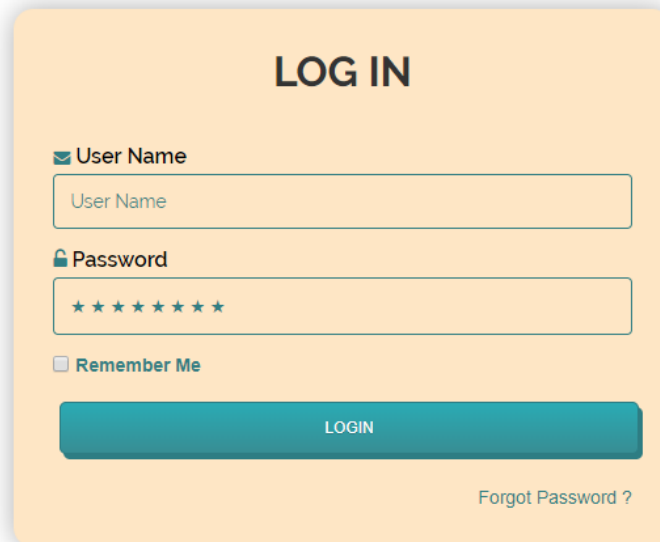
User Manual

Contents

1	Starting off	2
2	Key functions of Solaris Careware	3
3	Setting up local authority details	4
4	Setting up users	5 – 6
5	Setting up units	7
6	Setting up profiles	8 – 9
7	Adding images on the photo gallery	10 – 11
8	Daily logs	12 – 15
9	Weekly reports	16 – 18
10	Care/support plan	19

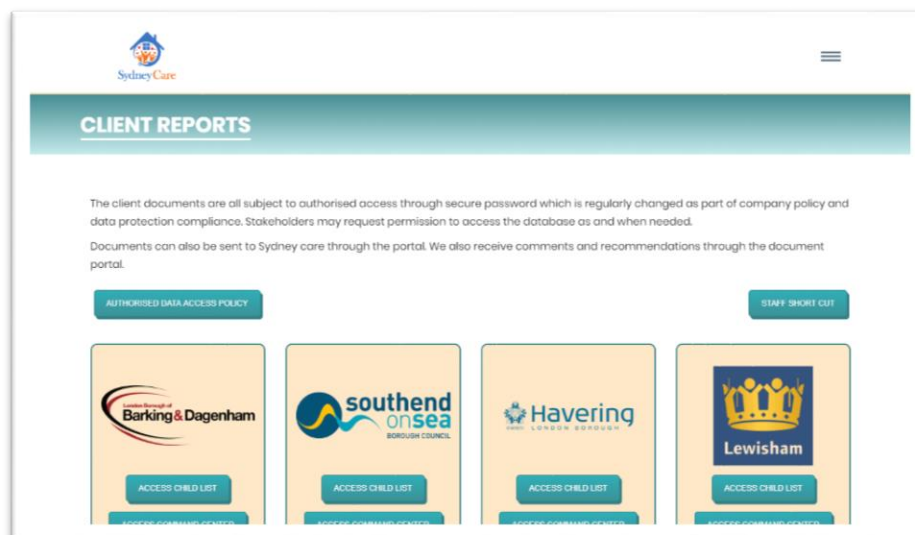
1 Starting off

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 login form is titled "LOG IN" in large, bold, black capital letters. Below the title, there are three input fields: "User Name" with an envelope icon, "Password" with a lock icon, and "Remember Me" with a checkbox icon. Each field has a placeholder text. Below the fields is a large teal button labeled "LOGIN". At the bottom right, there is a link labeled "Forgot Password ?".

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



The Client Reports page features a header with the "Sydney Care" logo and a hamburger menu icon. Below the header is a teal banner with the text "CLIENT REPORTS". The main content area contains a paragraph explaining that client documents are subject to authorized access through a secure password, which is regularly changed as part of company policy and data protection compliance. It also mentions that stakeholders may request permission to access the database as and when needed, and that documents can be sent to Sydney Care through the portal. Below this text are two buttons: "AUTHORISED DATA ACCESS POLICY" and "STAFF SHORT CUT". The page then displays four local authority boxes, each with a logo and an "ACCESS CHILD LIST" button. The boxes are for Barking & Dagenham, Southend-on-sea Borough Council, Havering London Borough, and Lewisham.

2 Key functions of Solaris Careware

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

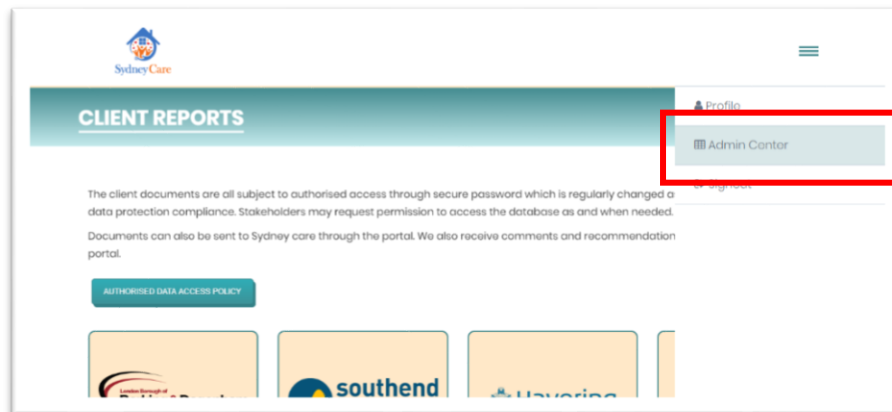
- Create child profiles with photograph option
- Create local authority pages
- Create a staff database
- Apply restrictions or usage permissions for staff and external users
- Set instant alerts on overdue reports and assign tasks to staff
- Create care home reports/documents
- Upload and archive external 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.

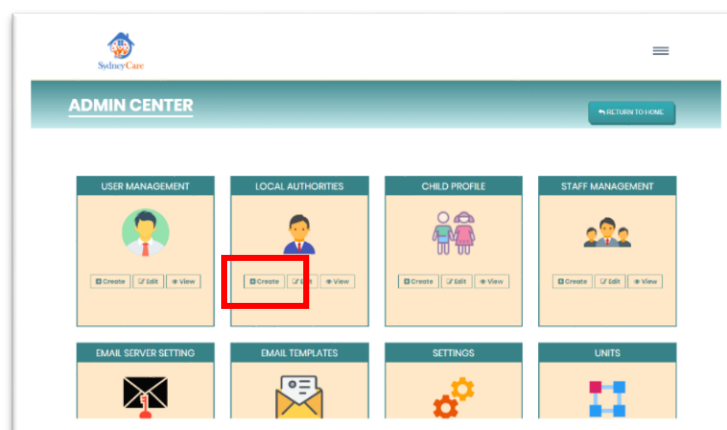
3 Setting up local authority details

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.

A screenshot of the 'LOCAL AUTHORITY CREATOR' form. The form is titled 'LOCAL AUTHORITY CREATOR' and has a 'Start' button in the top right corner. The form contains four input fields: 'Name', 'Phone No', 'EmailID', and 'Logo'. The 'Logo' field is a larger area with the text 'Upload file here' and a 'Start' button at the bottom left of the form.

4 Setting up users

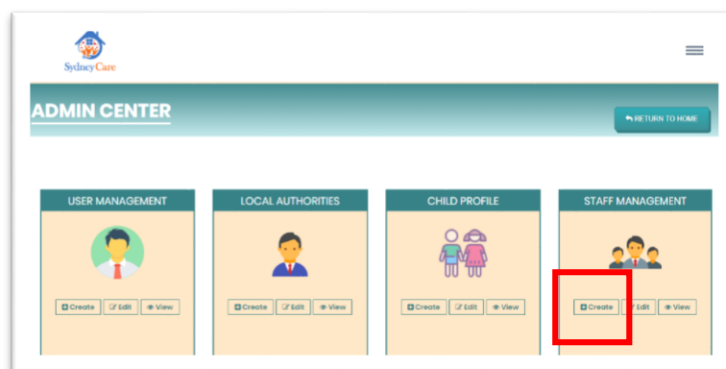
Access: Management

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 form is titled 'STAFF CREATOR' and has a 'RETURN TO LIST' button. It contains several input fields for staff information: 'Full Name', 'Phone No.', 'City', 'Address', 'Birth Date', 'Mobile No.', 'Postal Code', and 'Email ID'. There are 'Save' and 'Cancel' buttons 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](#)

User Name: Password:

Full Name: Email ID:

Phone No: User Role:

☐ Is Active

User Permission		Local Authorities			
Allow Manage		Select All			
Name	Add	Edit	Delete	View	Publish
Profile	off	off	off	off	off

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. The form has a teal header with the title 'UNIT CREATOR' and a 'RETURN TO LIST' button. A 'SAVE' button is located at the top right. The form contains several input fields: 'Name', 'Postcode', 'No. Of Bedrooms' (with a value of 0), 'No. Of Vacant Rooms' (with a value of 0), 'Remove Residents', and 'Additional Unit Information'. There is also an 'Images' section with a text area and a note 'Upload file here'.

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

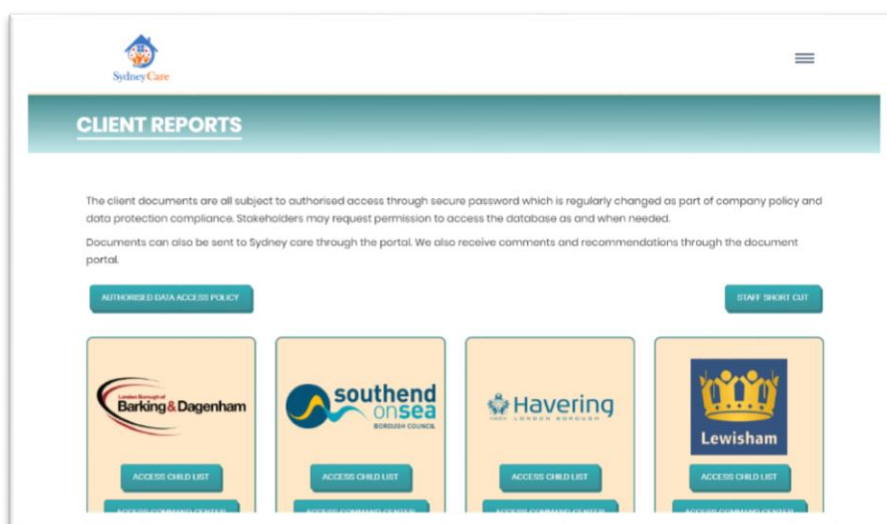
6 Setting up profiles

Access: All staff

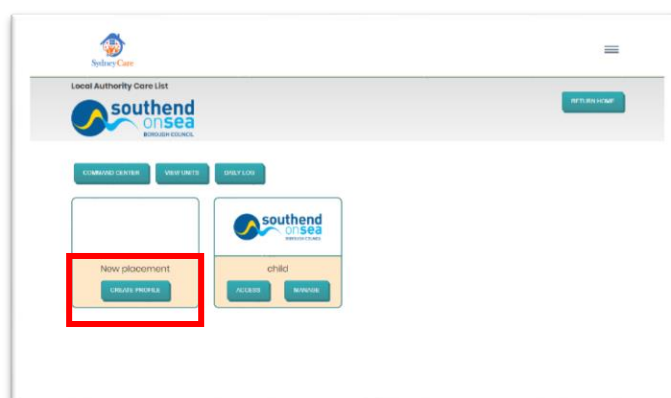
The child profile page is designed as an open plan layout where a snapshot of the child's progression ladder can be viewed.

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.

PROFILE CREATOR

[RETURN TO LIST](#) [SAVE](#) [PUBLISH](#)

Client Name:

Name of Keyworker:

Add local authority logo:

Add client's photo:

Units: Select ▼

Apply general care status

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

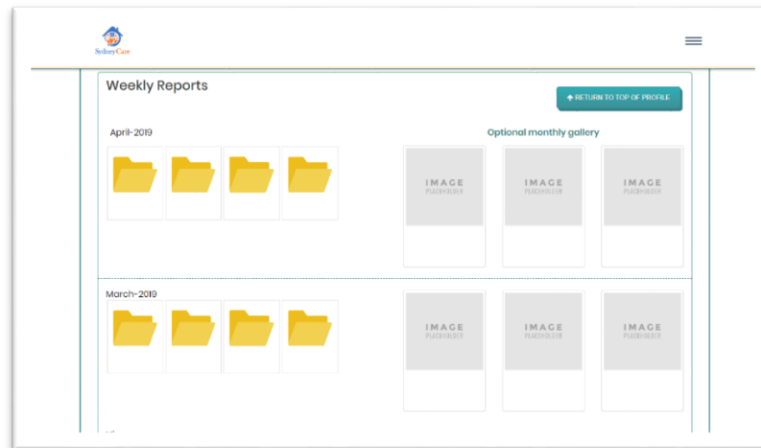
Date of Birth: Placement start date:

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.

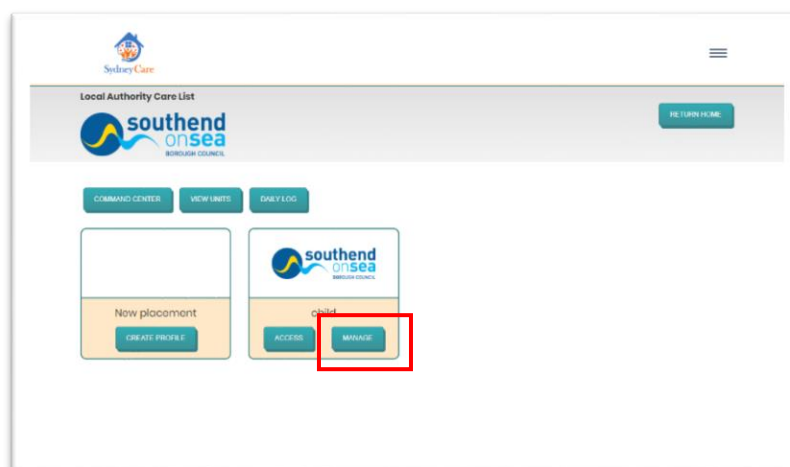
To view the generated profile page, return to the Client Report page and select the Access Child List to choose the relevant local authority. Next, click Access to see the generated profile page.

7 Adding images on the photo gallery

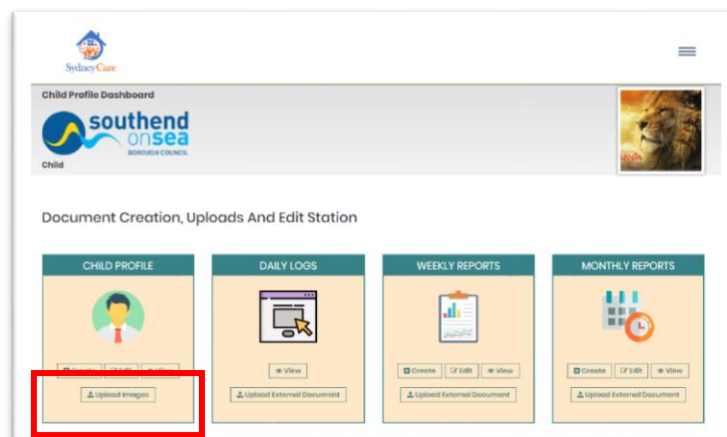
At the bottom of the child profile page is the photo gallery. There are placeholders to add three optional photos of interest for each month, which sits alongside the weekly reports generated for each month.



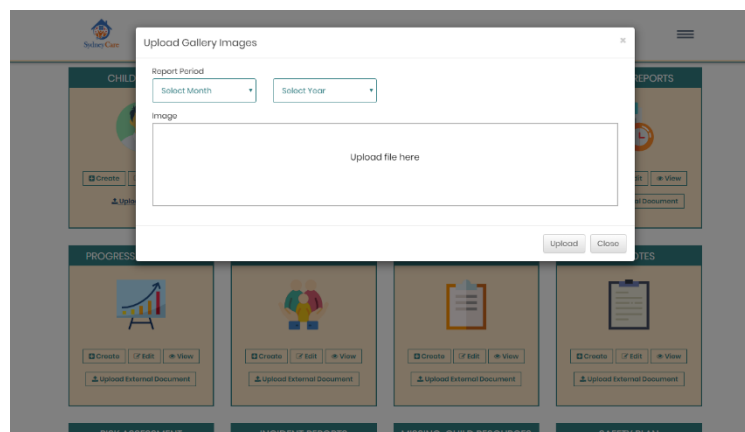
To add photos to a particular child's profile page, navigate to the Client Report page and select the relevant Local Authority box. This will take you to the Local Authority Care List page. Click Access Child List, then click Manage.



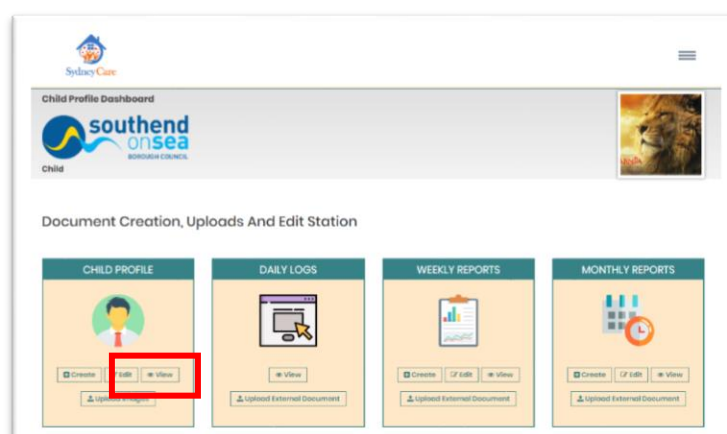
This will take you to the Child Profile Dashboard page. Go to the Child Profile box and click Upload Images in the pop up form.



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.

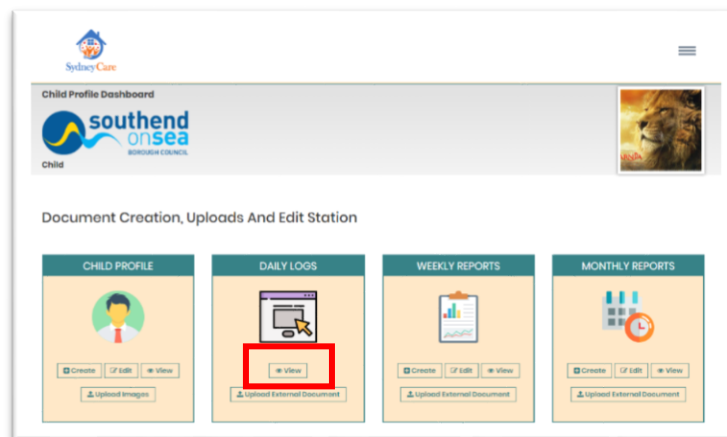


Each time you wish to add more images to the same month of the year, you will need to repeat the process by going back to the Child Profile box and clicking Upload Image.

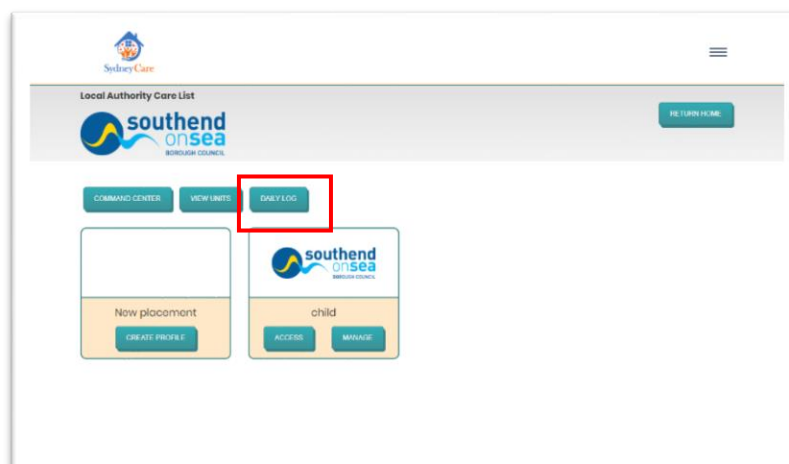
8 Daily logs

Access: Staff/management

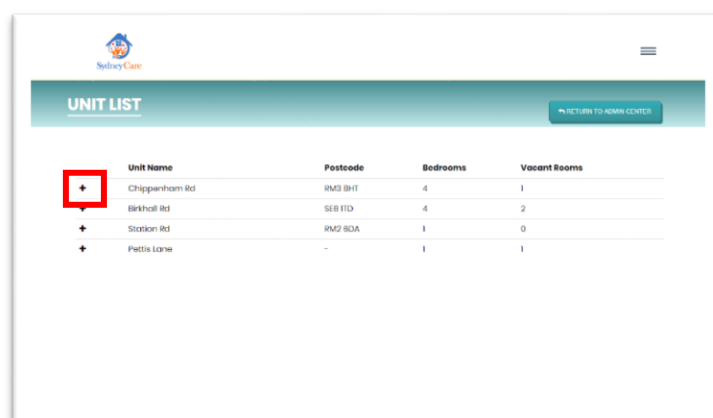
There are a number of ways to view or create daily logs. You can access the Daily Log page by going through the Child Profile Dashboard and clicking View in the Daily Log box.



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



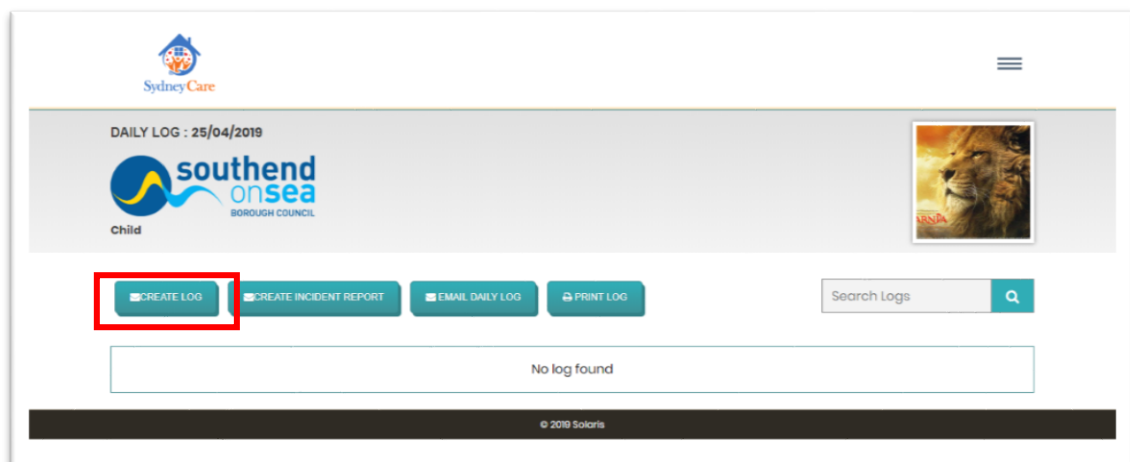
This will take you to the Unit List page, where you would then need to select the unit the child resides in via the '+' button.



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 buttons for 'CREATE LOG', 'CREATE INCIDENT REPORT', 'EMAIL DAILY LOG', and 'PRINT LOG', along with a 'Search Logs' search bar. 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 and an 'Add information' text area with a redacted description. 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 similar to the first one, showing the same log management interface. However, in this view, the 'Relevant info for weekly report?' checkbox for the first log entry is highlighted with a red box. The 'Time Stamp : 10:11' is no longer highlighted.

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.

CREATE LOG CREATE INCIDENT REPORT EMAIL DAILY LOG PRINT LOG

Search Logs

Time Stamp : 10:11 EDIT INFORMATION EMAIL INFORMATION ☐ Relevant info for weekly report?

Staff On Duty: [REDACTED]
[Add information](#)

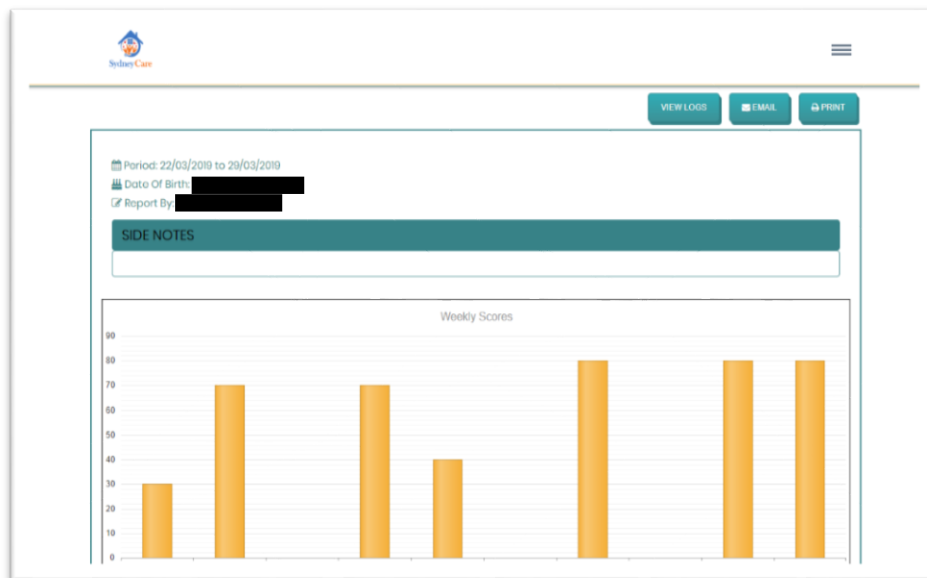
Time Stamp : 12:11 EDIT INFORMATION EMAIL INFORMATION ☐ Relevant info for weekly report?

Staff On Duty: [REDACTED]
[Add information](#)

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' form in the SydneyCare interface. At the top, there is a 'RETURN TO TEAM DASHBOARD' button. Below this are buttons for 'VIEW LOGS', 'SAVE', and 'PUBLISH'. The form contains several input fields: 'Report period' with 'From' and 'to' sub-fields, 'Client name', 'Date Of Birth', and 'Report created by?'. Below these fields is a 'SIDE NOTES' section with a large text area for input.

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.

The screenshot shows a section titled "Skill Development" with a sub-header "SELF - CARE / PERSONAL HYGIENE". Below this is a large text input area. At the bottom of this area, there is a red-bordered box containing a "Score achieved scale of 1-10" with a value of "0" and a "SEE SCORE GUIDE" button. Below the red box, there is a "Maximum 100 words" label and a "Staff guide" text box. The staff guide text reads: "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.

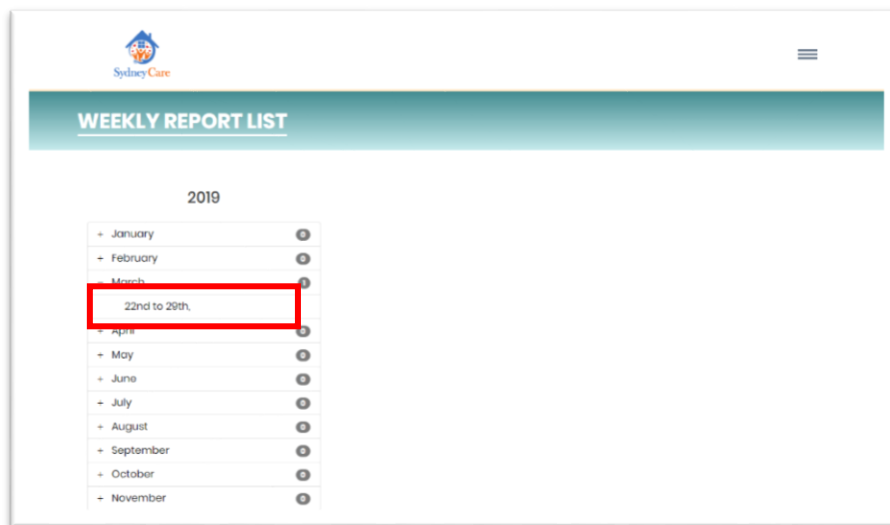
Staff members are able to save their work and return to complete it at a later stage, but will not be able to publish it. This is because their username will not have been permitted to activate the publish function.

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.

The screenshot shows the "Child Profile" page. At the top, there is a "Sydney Care" logo and a "southend onsea BOROUGH COUNCIL" logo. Below the logos, there is a "Child" label and "Incident Alerts(0)". To the right, there is a "View Logs" button and a "PRINT" button. Below this, there is a "Care Status" section with four items: "Medical registration" (checked), "In Education/Training" (checked), "Job ready" (checked), and "Full independence" (checked). Below the "Care Status" section, there is a red-bordered box containing a "WEEKLY REPORTS" button and a "CARE SUPPORT PLAN" button. To the right of these buttons, there is a "Search Solaris" search bar.

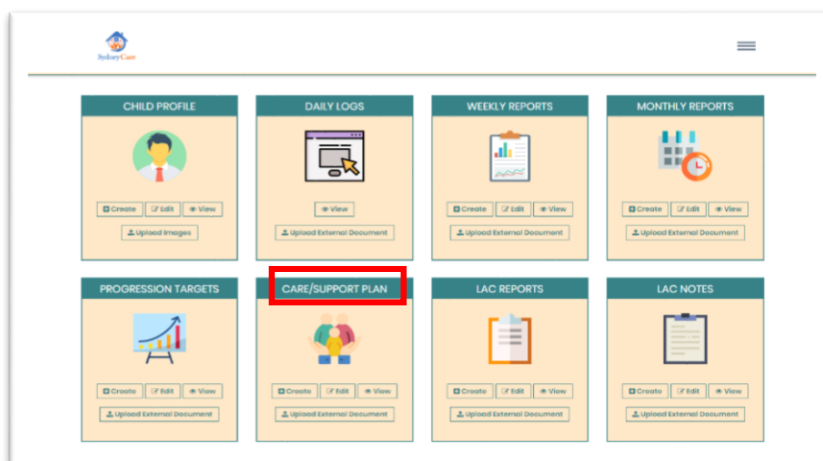
Alternatively, you can also view the weekly report by navigating to the Child Profile Dashboard page, selecting View on the Weekly Report box, and selecting a weekly period in the Weekly Report List Page.



10 Care/Support plan

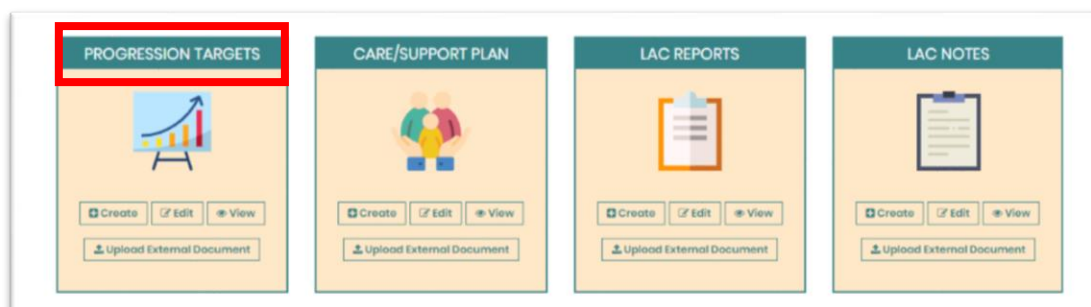
Access: All staff and/or management

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.