SOLARIS CAREWARE

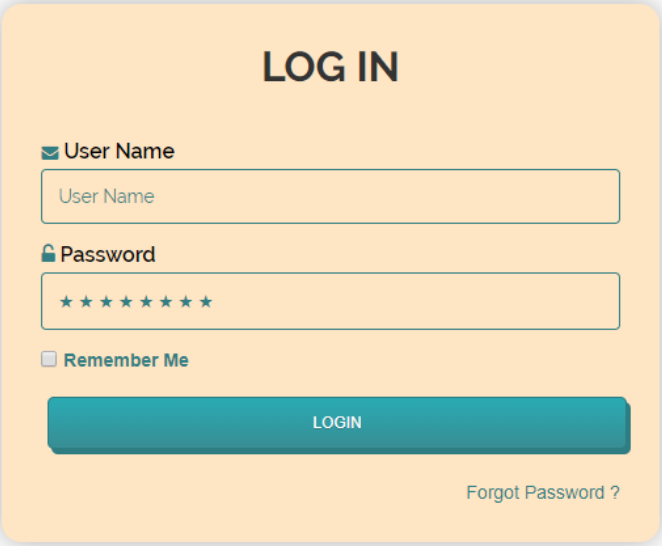
User Manual

Version 1.0
29th April 2019

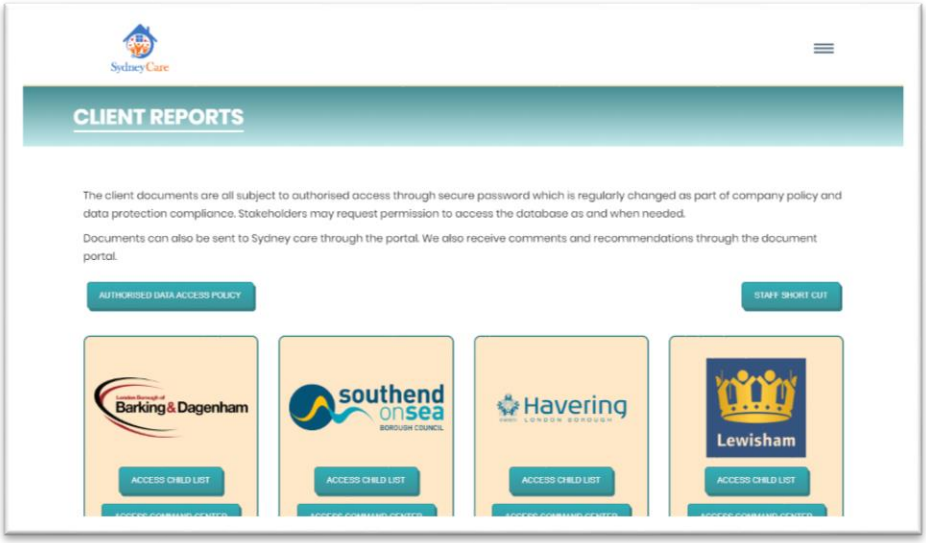
Contents

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.



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:

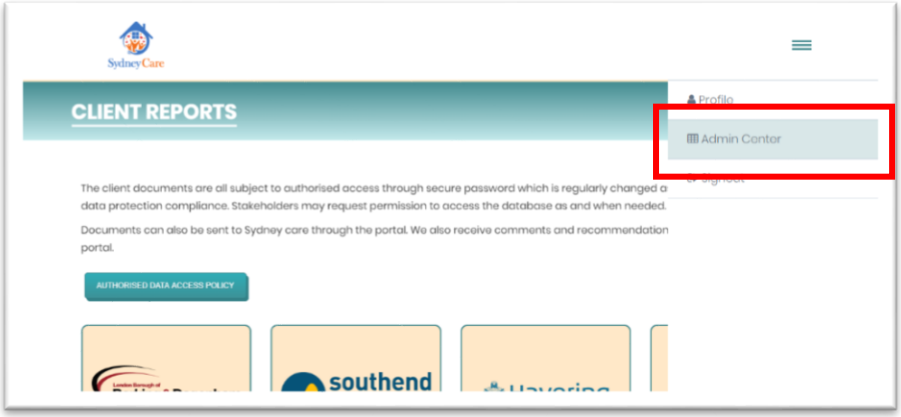
- Create child profiles with photograph option
- Create local authority pages
- Create a staff database
- Apply restrictions or usage permissions for staff and external users
- Set instant alerts on overdue reports and assign tasks to staff
- Create care home reports/documents
- Upload and archive external 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 of view local authority listings. The image below shows the Local Authority Creator page where you would create a new listing.

4 Setting up users

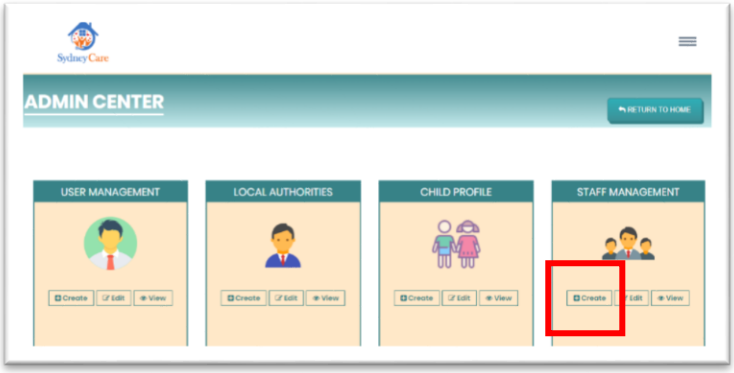
Access: Management

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

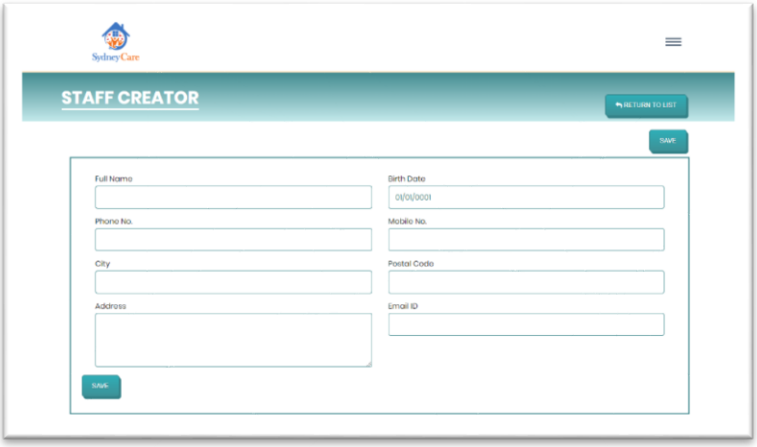
By default, the super administrator has the ability to view, edit, save and publish documents/reports. This is usually designated to the owners of the care home, as well as the top management. Guest users would typically be external users such as those of the local care authority: social workers, placement 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 the access the Admin Centre where the more sensitive parts of the system would be found.

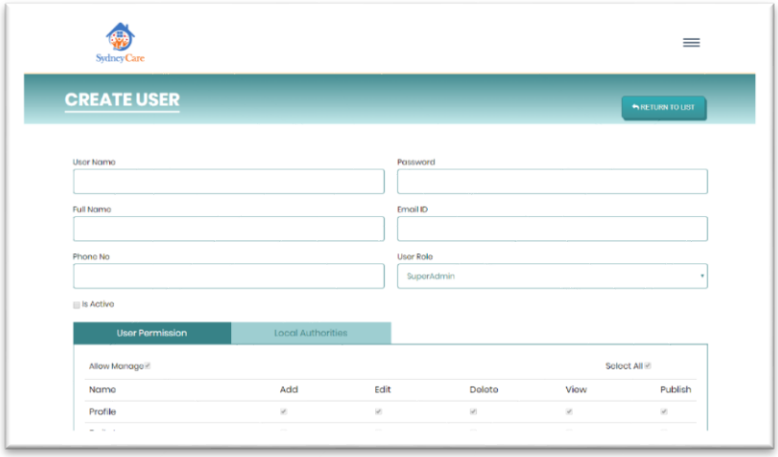
To set up users, you must first add them into the Staff Management. First go the Admin Centre, which is located in the Side Menu, in order to enter the Admin Centre page.



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



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.



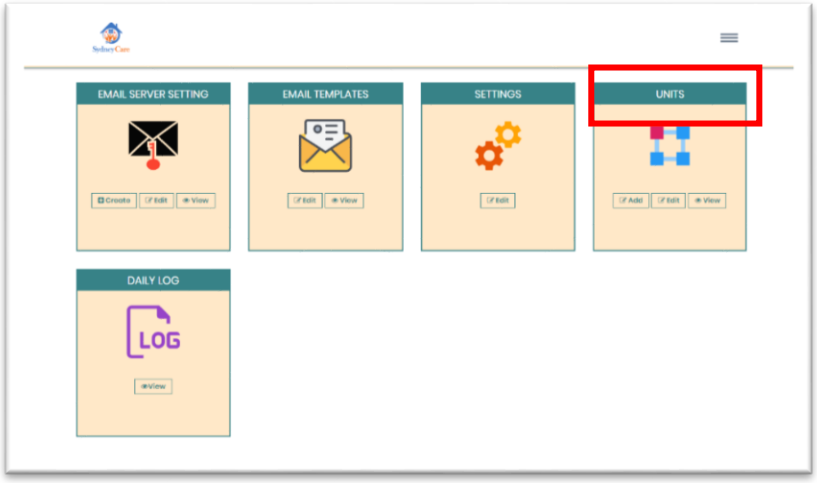
Bear in mind that guest users, unlike super administrators and staff users, can only view and comment on reports they are permitted to view, as well as only viewing what local authority placements they are permitted to view.

5 Setting up units

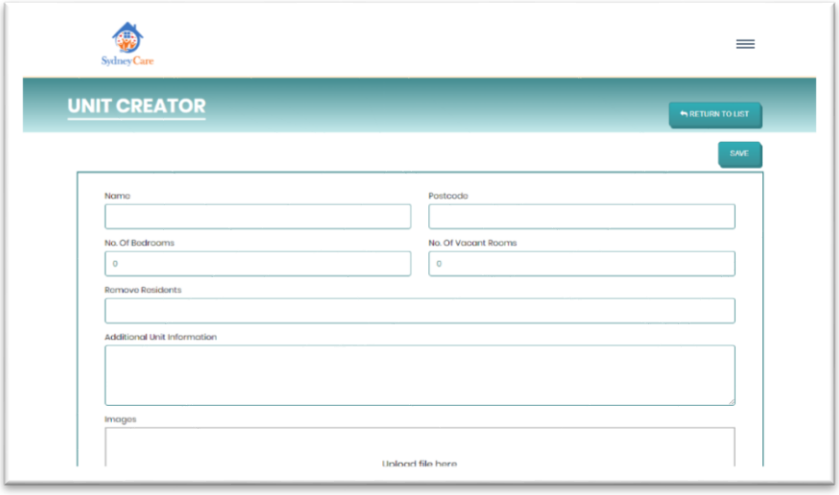
Access: Management

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.



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

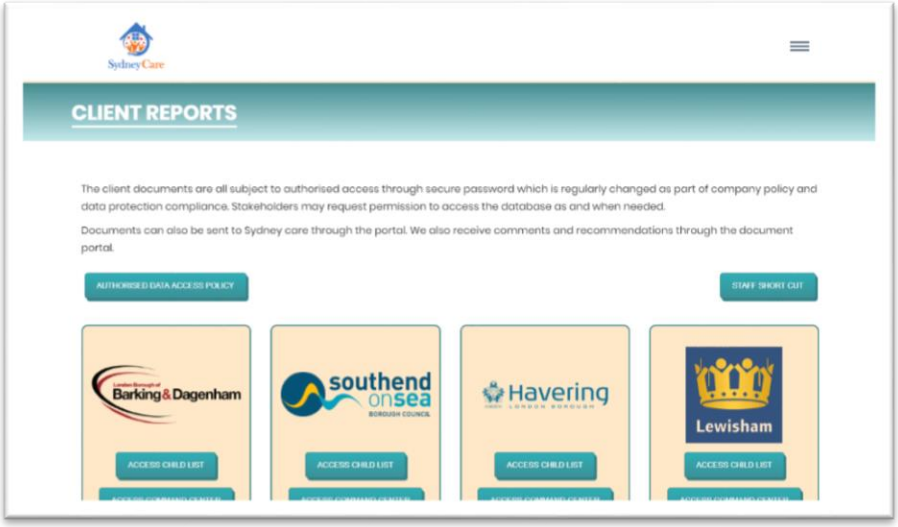
6 Setting up profiles

Access: All staff

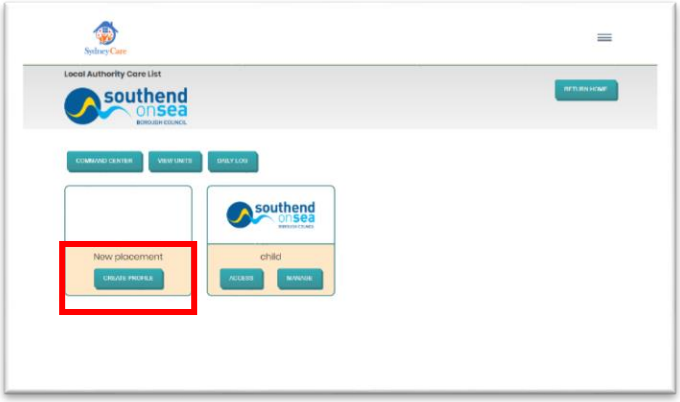
The child profile page is designed as an open plan layout where a snapshot of the child's progression ladder can be viewed.

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.

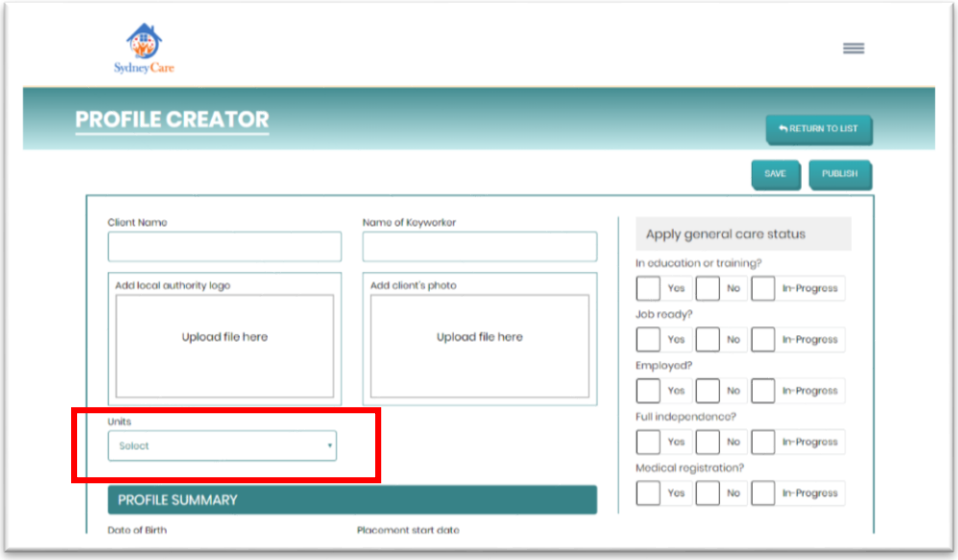
To set up a child's profile page, you will need to select the local authority box that the new placement comes from. These boxes are found on the Client Reports page.



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.

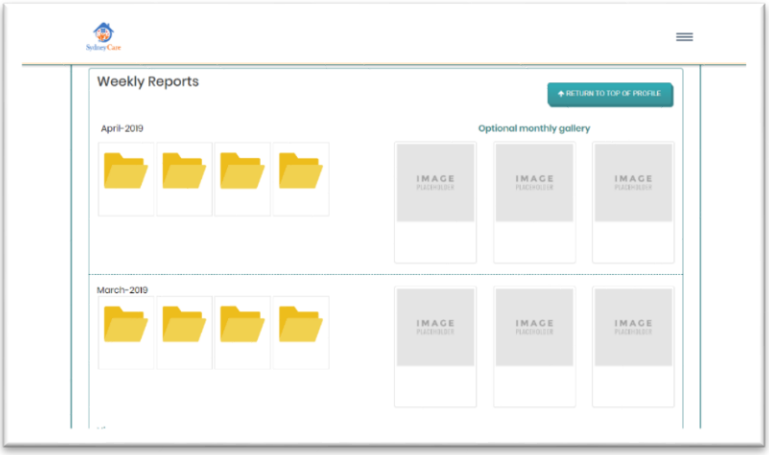


Once the form is completed, you can then either save or publish this profile. By saving, you will able to then return to the profile to add more details or update certain areas. Only click publish when there is enough usable content to qualify the profile page as useful to users.

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.

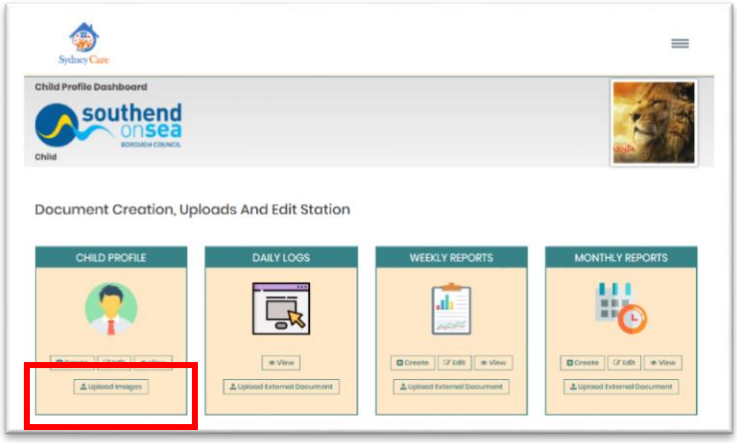
7 Adding images on the photo gallery

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.

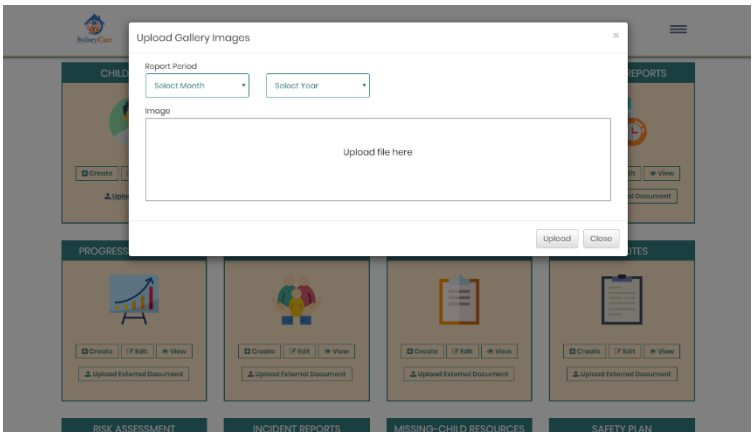


To add photos to a particular child's profile page, navigate to the Client Report page and select the relevant Local Authority box. This will take you to the Local Authority Care List page. Click Access Child List, then click Manage.

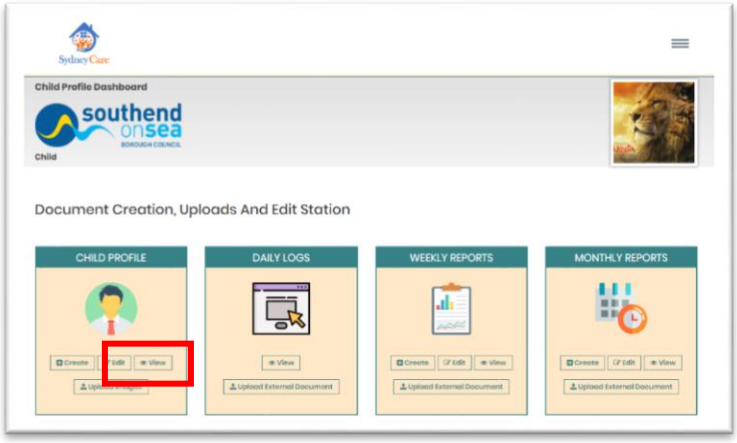
This will take you to the Child Profile Dashboard page. Go to the Child Profile box and click Upload Images in the pop up form.



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.

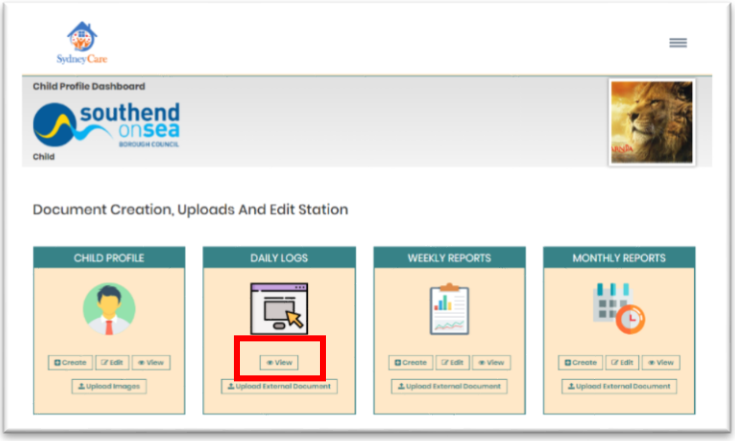


Each time you wish to add more images to the same month of the year, you will need to repeat the process by going back to the Child Profile box and clicking Upload Image.

8 Daily logs

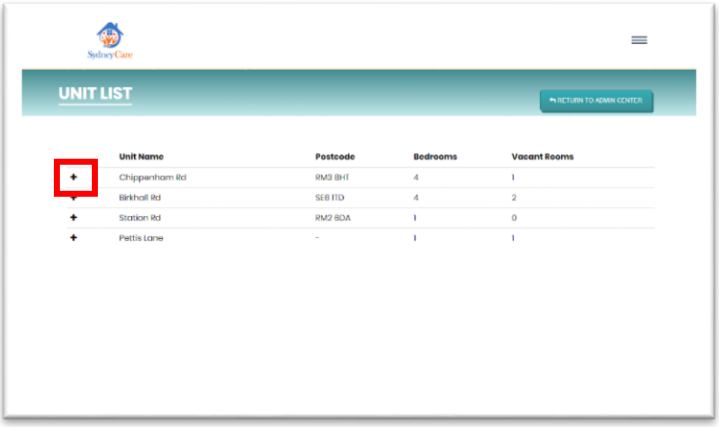
Access: Staff/management

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.

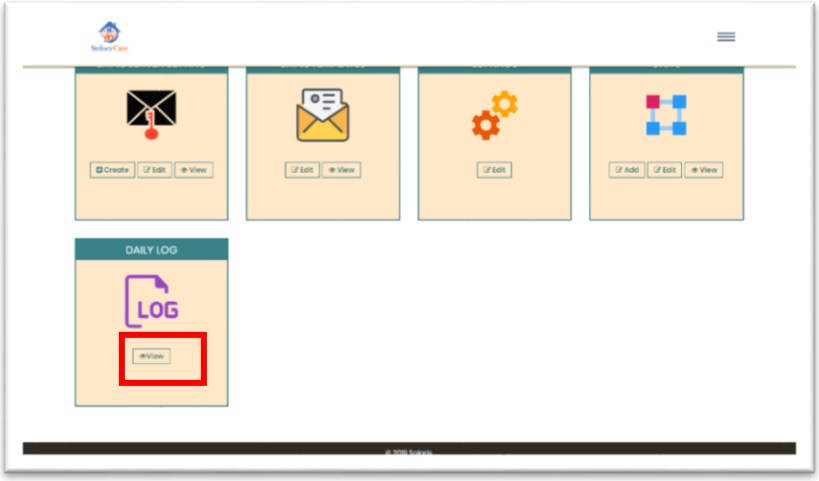


Alternatively, you can click the Daily Log button at the top of the Local Authority Child List page.

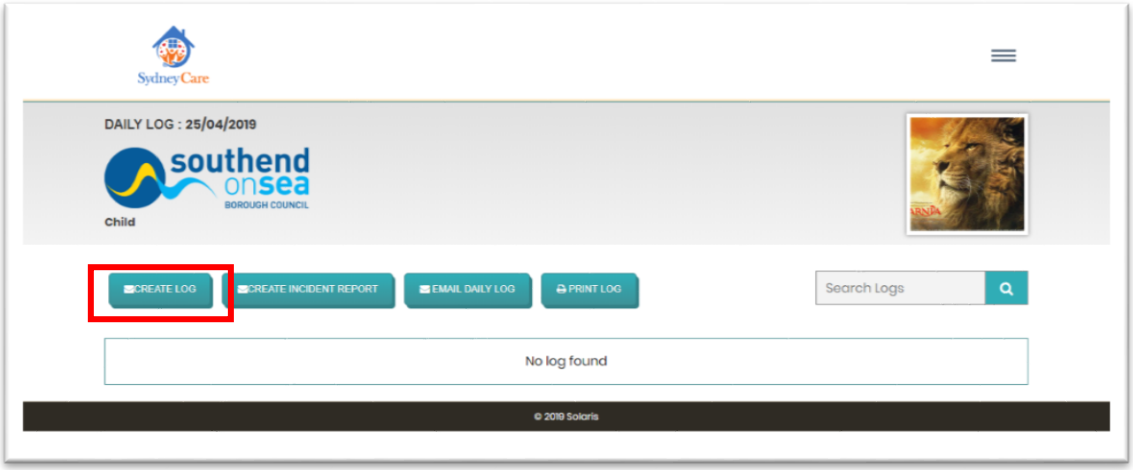
This will take you to the Unit List page, where you would then need to select the unit the child resides in via the '+' button.



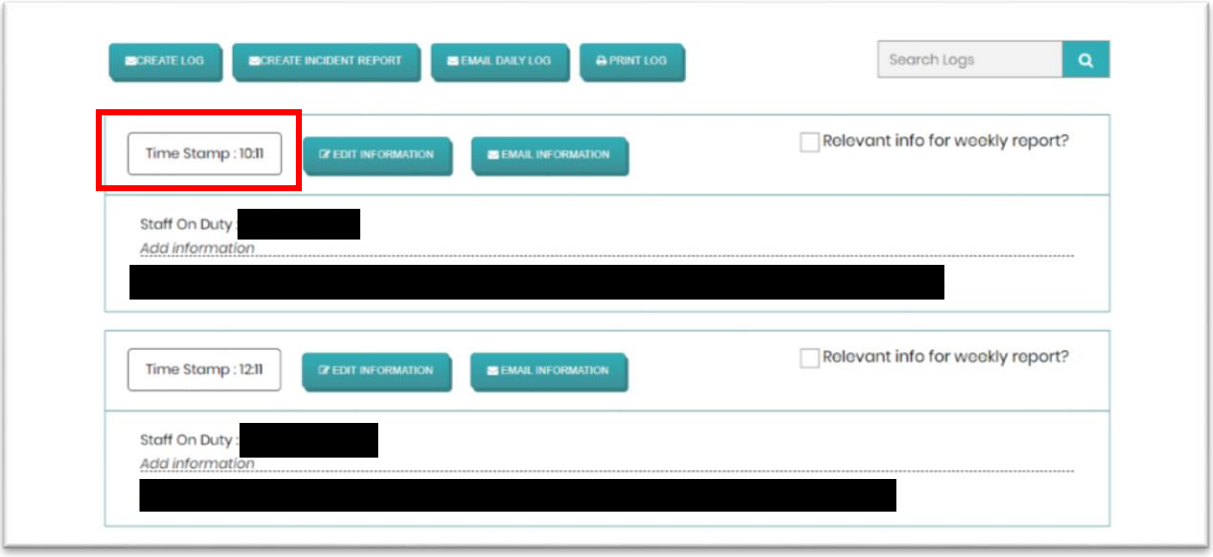
As a management user, you can instead access the Daily Log via going to the Admin Centre page, selecting the Daily Log box and clicking View. As before, you will be taken to the Unit List page, where you would need to select the unit the child resides in via the '+' button.



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.

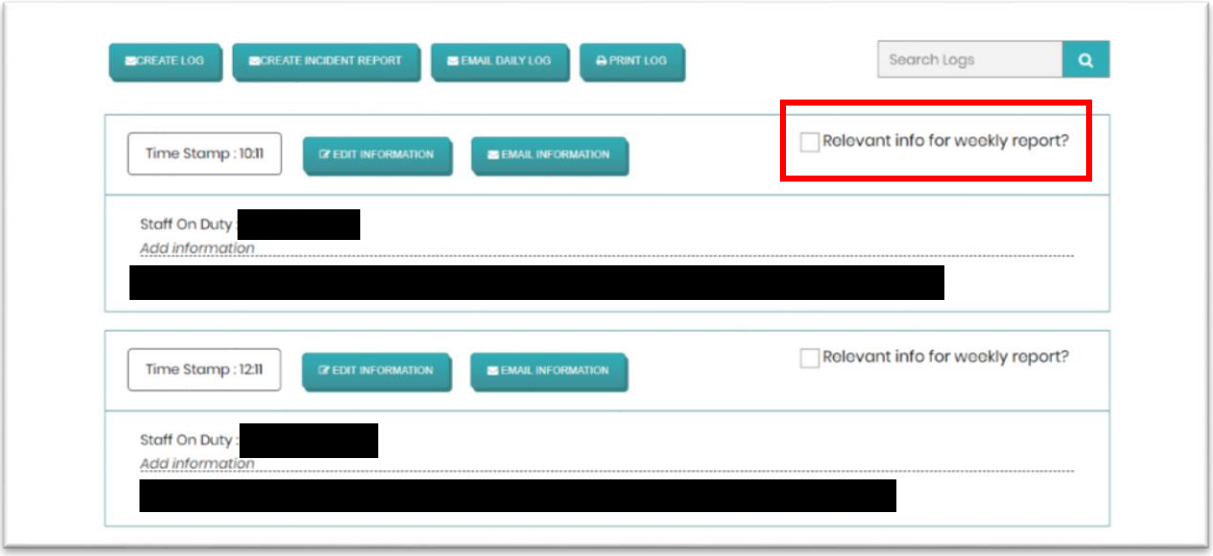


You will see previous logs you have created and saved. On the top left is a timestamp which displays the time the log entry was made.



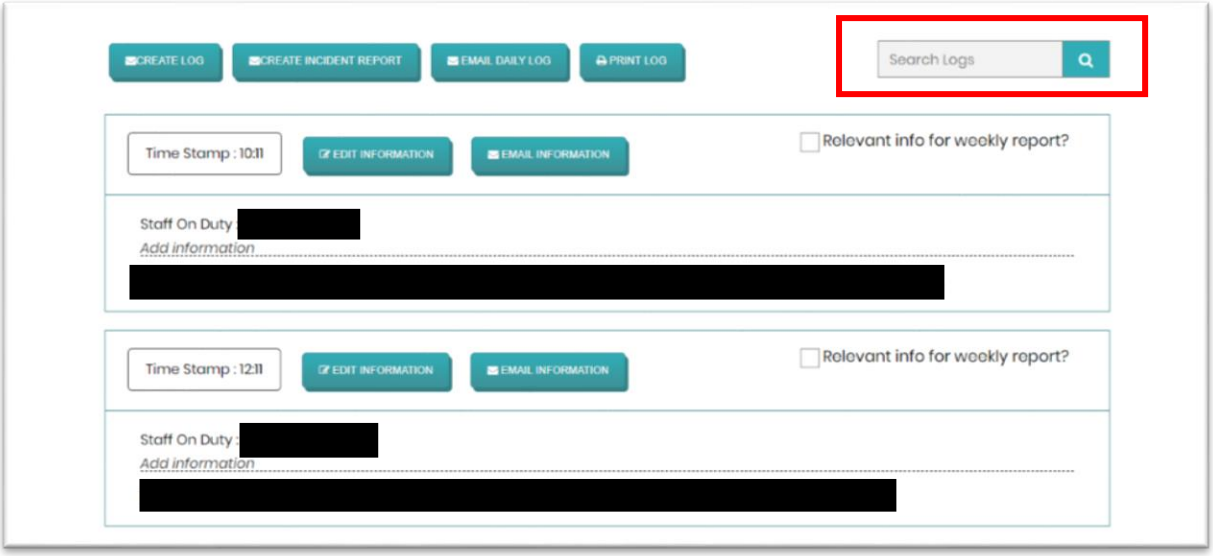
Users are expected to type in the time an actual event occurred. You can email the entire daily log to a recipient, or email each log entry separately.

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.



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.

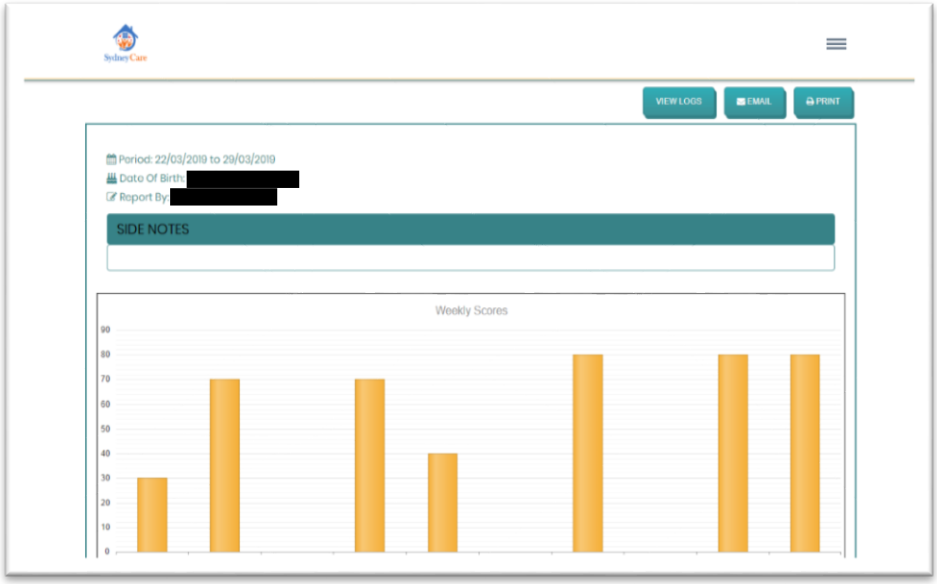
To search for a past daily log entry, you can use the calendar search option.



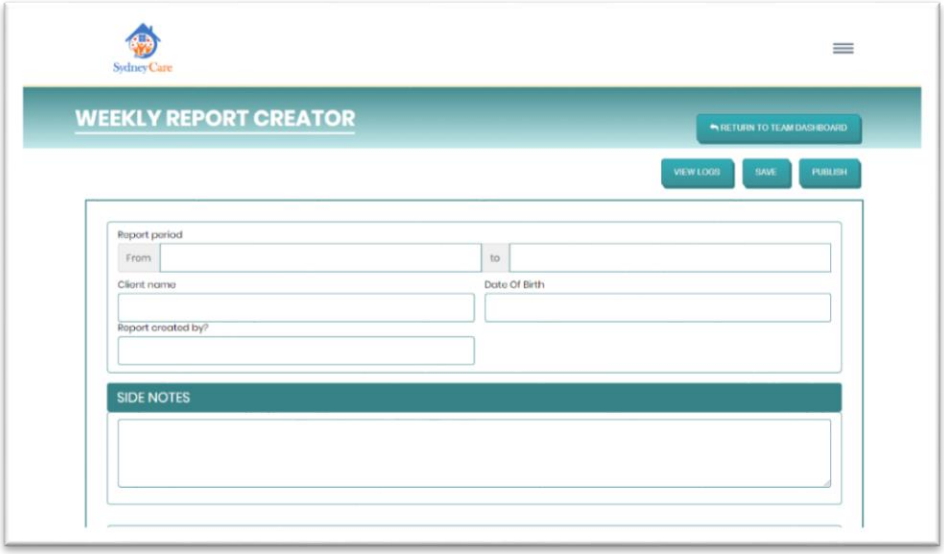
9 Weekly reports

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.

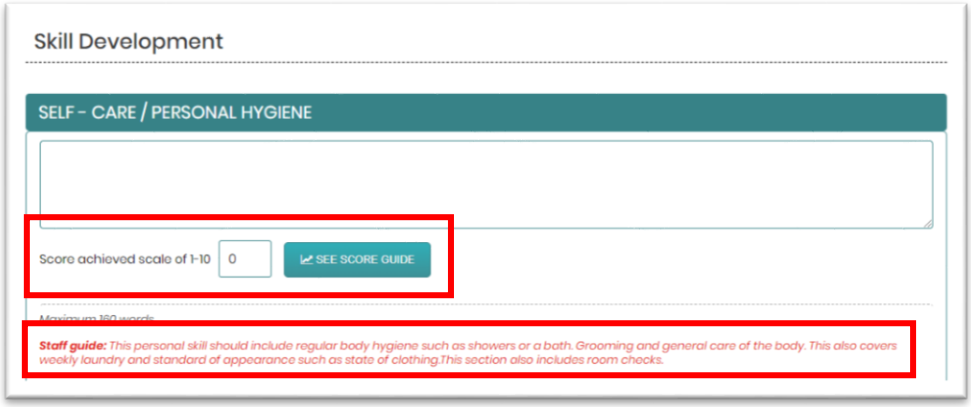


The Weekly Report box, like the Daily Log box, is located in the Child Profile Dashboard. You can create, edit or view a weekly report. You can create a new weekly report by clicking Create, which will take you to the Weekly Report Creator.



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.



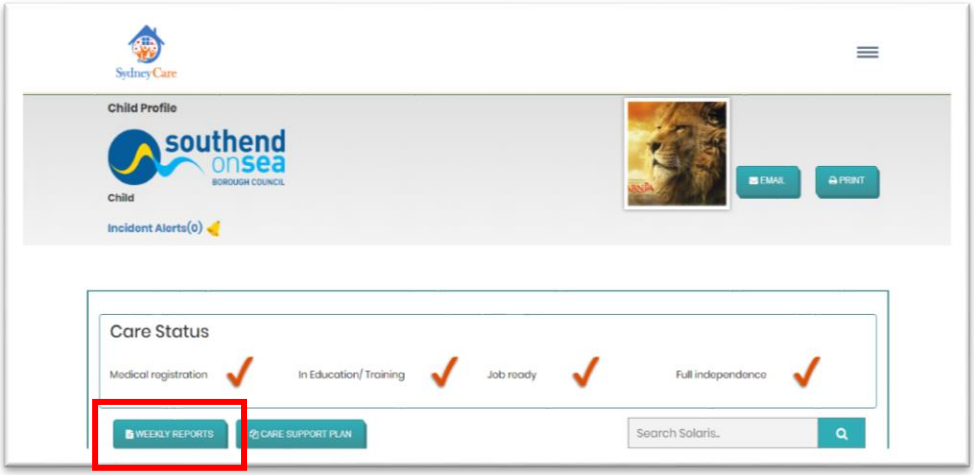
A useful feature in the Weekly Report Creator is the View Logs option.

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.

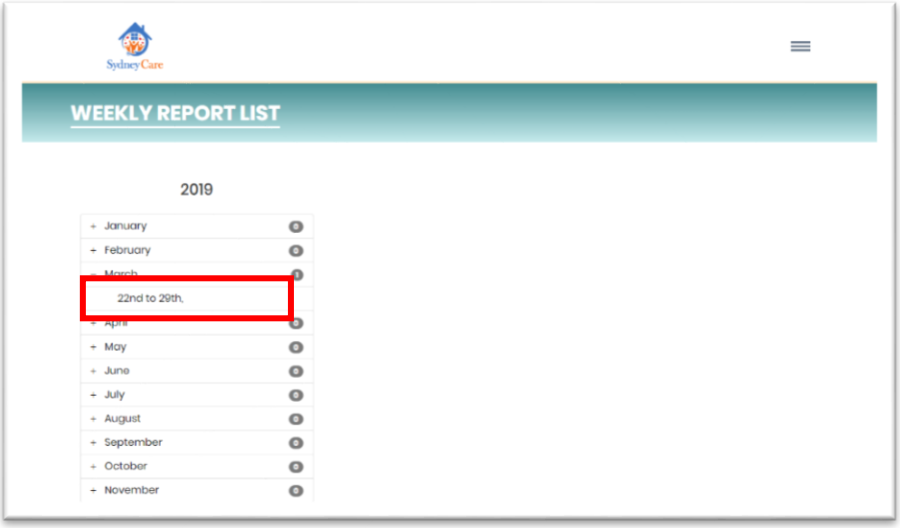
Staff members are able to save their work and return to complete it at a later stage, but will not be able to publish it. This is because their username will not have been permitted to activate the publish function.

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.



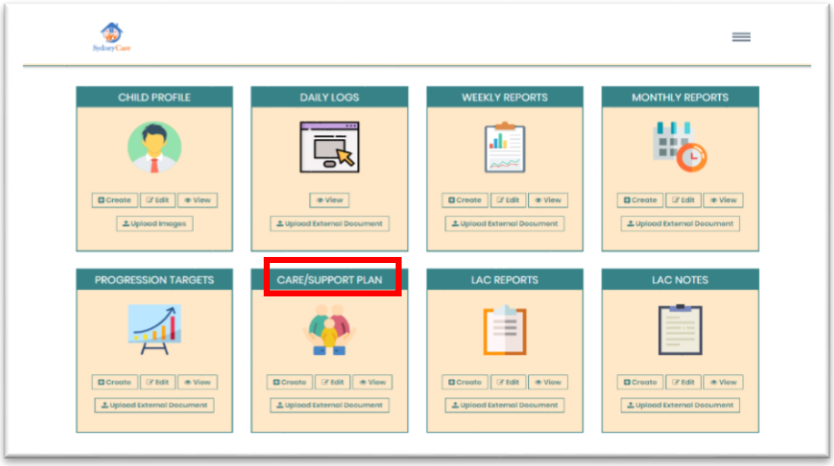
Alternatively, you can also view the weekly report by navigating to the Child Profile Dashboard page, selecting View on the Weekly Report box, and selecting a weekly period in the Weekly Report List Page.



10 Care/Support plan

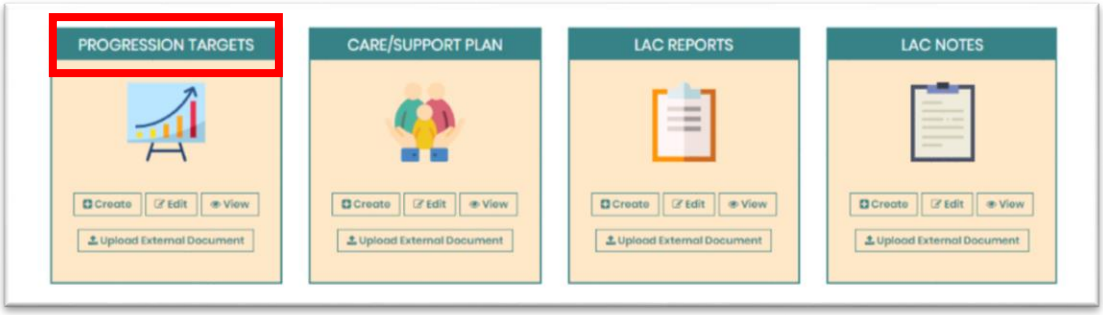
Access: All staff and/or management

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.