



Aiming High for Disabled Children

Data Collection online tool

Guidance Document - Version 2

June 2010

This is a guideline to help you when entering information onto the AHDC Online Data Tool.

The tool collects data on the individual children and the number of hours or nights they have attended your provision.

If you are providing a GROUP based provision you will also need to supply the dates of the sessions, how many children attended the session and the length of the session.

The information will allow the AHDC team to;

- complete Government report
- monitor finance
- monitor provision
- prove growth
- plan for the future.

Your assistance to ensure that your data is input by the 9th of each month for the previous month would be very much appreciated.

Please do not forget that it is a requirement of your contract that you supply the data requested.

If you need any help please contact

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Aiming High for Disabled Children web site
www.lancashire.gov.uk/aiminghigh

Web address

<https://lccsecure.lancashire.gov.uk/CYP/find/AHDC/login/login.asp>

Your user name is AHDCXXXX – (where XXXX are unique numbers to your service)

You should have already received your password – if you do not know this please contact Dawn Fenton.

Once into the system you should be presented with this screen

The screenshot shows the Lancashire County Council website. The header includes the text "your Lancashire" and the Lancashire County Council logo. A search bar is present with the text "enter search term here" and a "go" button. Navigation links include "Home", "Main sections", "Life events", "Your council", "Jobs", and "Do it online". The main content area is titled "Aiming High for Disabled Children" and contains the following text: "Aiming High for Disabled Children is the Government's transformation programme for disabled children's services in England. The vision behind Aiming High for Disabled Children is for all families with disabled children to have the support they need to live ordinary family lives, as a matter of course. This website allows you to enter data for the AHDC scheme. Please click on the Service Provisions link on the left hand menu to continue." A left-hand menu is visible with the following items: "AHDC Database", "Service Provisions", "List Children", and "Logout". At the bottom, there are links for "Bookmark page", "About our website", "Feedback", and "Top of page". The footer contains the Lancashire County Council contact information and copyright notice.

Screen Shot 1

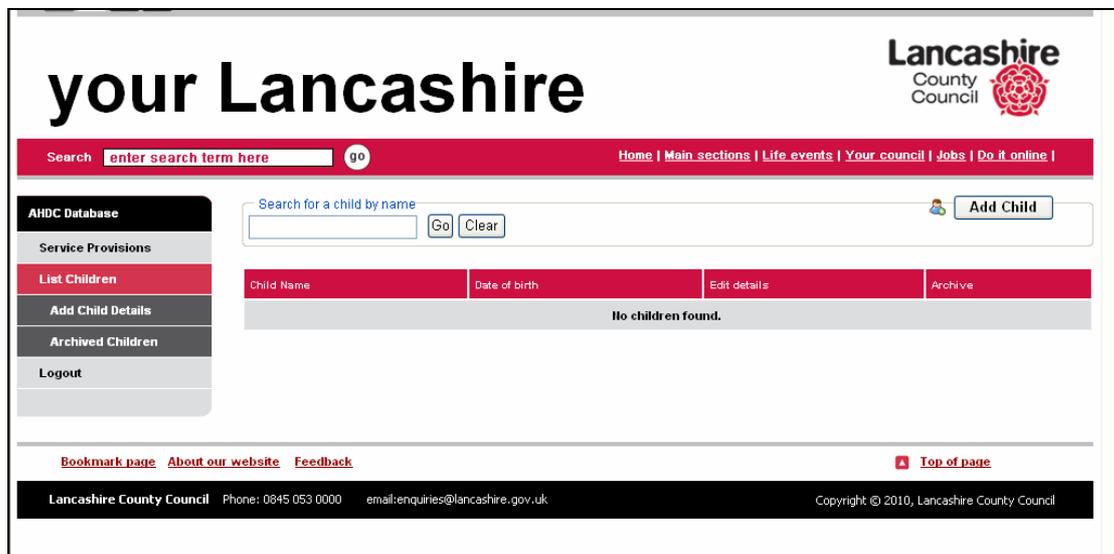
If you click on the left hand link Service Provision the screen below should be shown. With the title 'Service Provision for XXXXXX' where XXXXX is your service name.

Here the service name is Display Service.

The screenshot shows the Lancashire County Council website with the "Service Provisions for Display Service" page. The header is identical to the previous screenshot. The main content area is titled "Service Provisions for Display Service" and contains the text: "Please choose the service provision you wish to enter details for." Below this text is a list of service provision options: "Specialist Extended school", "Universal Youth Work Provision", "Universal Saturday or Sunday schemes", and "Other". A left-hand menu is visible with the following items: "AHDC Database", "Service Provisions", "List Children", and "Logout". At the bottom, there are links for "Bookmark page", "About our website", "Feedback", and "Top of page". The footer contains the Lancashire County Council contact information and copyright notice. An arrow points from the "Service Provisions" link in the left-hand menu of the previous screenshot to the "Service Provisions for Display Service" page.

Screen Shot 2

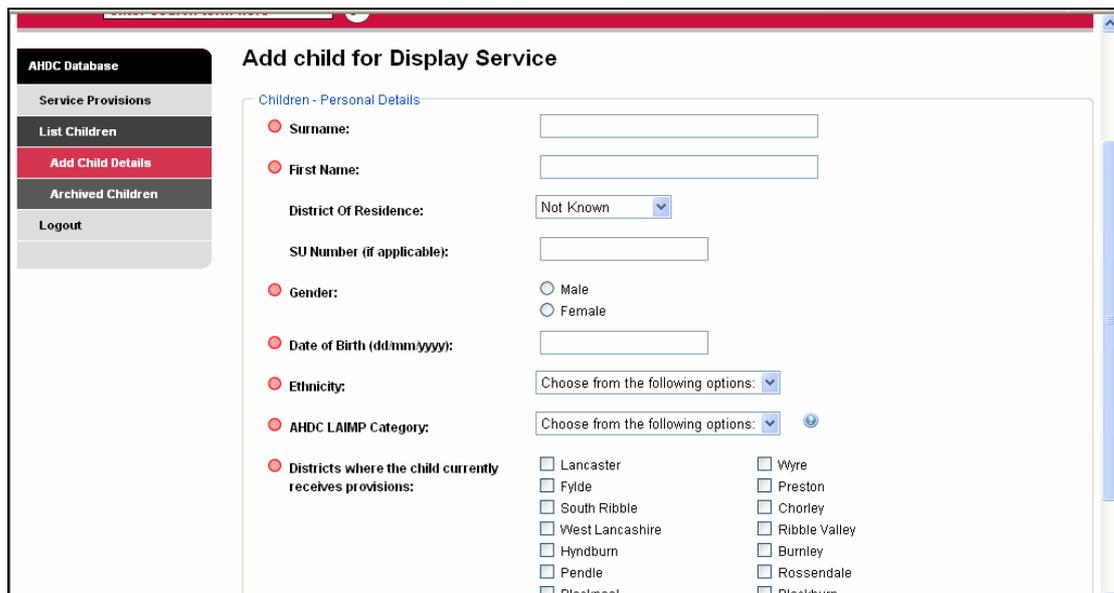
If you click on the left hand link 'List Children' the screen below should be shown.



Screen Shot 3

This is the screen where you enter all the children's details who have attended sessions. **This is only done once for each child** as the information is saved.

Click on the 'Add Child Details' and add each child individually **saving** after each entry.



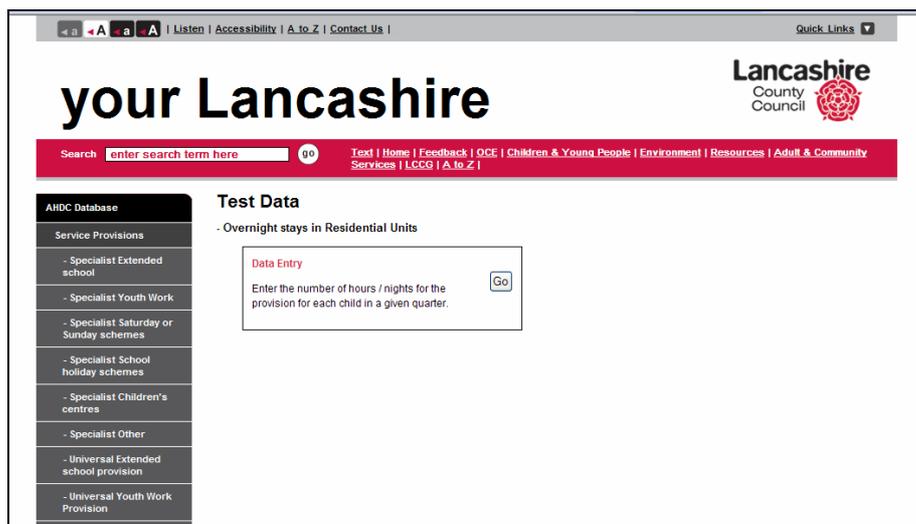
Screen Shot 4

Once all the children are entered and correct, the hours or nights attended by the child needs to be entered.

Go back to the 'Service Provision' link on the left and the *screen shot 2* should be visible.

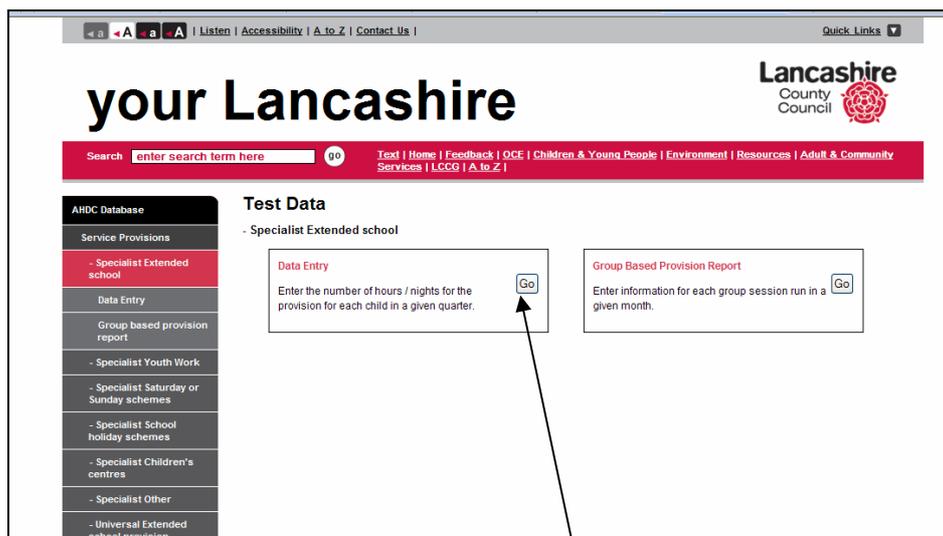
Here you pick up the sessions link you are inputting data for. *If you are unsure please refer to your awarding letter and check appendix 1.*

If you are only providing INDIVIDUAL provision your screen will look similar to the one below



Screen shot 5

If you are providing GROUP based provision will be presented with this screen.



Screen shot 6

To add or update the hours a child has attended. Click the 'Go' button on the 'Data Entry' box.

Once the 'Go' button is pressed the screen below is visible. Please check that the screen shows the correct provision as a heading. The example below shows that 'Specialist Extended School Provision' has been chosen.

You will now be asked to add children to the provision

The screenshot shows the Lancashire County Council website. The main heading is "your Lancashire". Below it is a search bar with the text "enter search term here" and a "go" button. To the right of the search bar are navigation links: "Home | Main sections | Life events | Your council | Jobs | Do it online |". On the left side, there is a sidebar menu with the following items: "AHDC Database", "Service Provisions", "- Specialist Extended school", "Add children to this provision", "- Universal Youth Work Provision", "- Universal Saturday or Sunday schemes", and "- Other". The main content area has a yellow banner that says "Provision updated successfully". Below this is the heading "Specialist Extended school provision" and the text "Viewing data for October - December 2009". There is a search box for a child's name with "Go" and "Clear" buttons. To the right, there is a dropdown menu for selecting the quarter, currently set to "October - December 2009". Below this is a table with three columns: "Child", "Total Hours this quarter", and "Update". The table is currently empty, with the text "There are no children currently assigned to this service" below it. At the bottom of the table, there is a link: "Add or remove children to this provision".

Screen Shot 7

Click on the link [Add or remove children to this provision](#)

Now you will see this screen

The screenshot shows the Lancashire County Council website. The main heading is "your Lancashire". Below it is a search bar with the text "enter search term here" and a "go" button. To the right of the search bar are navigation links: "Home | Main sections | Life events | Your council | Jobs | Do it online |". On the left side, there is a sidebar menu with the following items: "AHDC Database", "Service Provisions", "- Specialist Extended school", "Add children to this provision", "- Universal Youth Work Provision", "- Universal Saturday or Sunday schemes", and "- Other". The main content area has the heading "Add and Remove Children from provision" and the sub-heading "Specialist Extended school - October - December 2009". Below this is the text "Move the children to and from the box on the right and then click the 'Save' button to confirm changes." and "Please note that removing a child from a provision will not remove any data added previously." There is a "Filter child list:" label followed by a search box and "Apply" and "Reset" buttons. Below this is a list of children's names and dates in a box: "Helm, Andrew (02/02/1992)". To the right of this list are four arrows: ">", "<", ">>", and "<<". To the right of these arrows is an empty box. At the bottom left of the page, there is a "Save" button.

Screen Shot 8

Pick the child or children's name(s) from the left box list of names and using the middle arrows move to the right box. This adds the

child / children to the provision type. Press 'Save' when all are moved from left to right.

Now a screen like this will appear with all the children you have selected listed. (this example only has one child listed)
Ensure that the correct quarter is displayed in the TOP RIGHT box.

The screenshot shows the Lancashire County Council website interface. At the top, there is a search bar and navigation links. The main heading is "your Lancashire". Below this, a red banner contains a search bar and navigation links. The page title is "Specialist Extended school provision". A message at the top right says "Provision updated successfully". Below this, there is a section for "Viewing data for October - December 2009". A search bar for a child's name is present, along with "Go" and "Clear" buttons. A dropdown menu shows "October - December 2009". Below this, a table displays the following data:

Child	Total Hours this quarter	Update
Helm, Andrew (02/02/1992)	0	Update

Below the table, there is a link: "Add or remove children to this provision". A callout box points to the "Update" button in the table.

Screen Shot 9

Click the UPDATE button for the child that you are entering hours or nights information.

The screenshot shows the Lancashire County Council website interface. At the top, there is a search bar and navigation links. The main heading is "your Lancashire". Below this, a red banner contains a search bar and navigation links. The page title is "Specialist Extended school provision". A message at the top right says "Updating values for Andrew Helm, October - December 2009". Below this, there is a section for "Update Values". A message says "Please amend the details below and then click the save button." Below this, a table displays the following data:

District	Old value	New value
South Ribble	0 Hours	0 Hours

Below the table, there are "Cancel" and "Save new values" buttons. A callout box points to the "Save new values" button.

Screen Shot 10

Now enter the hours that the child attended and then save. This can be updated throughout the quarter.
Some providers will have the word Nights rather than Hours.

Repeat this for each child and for each provision you are providing.

At the end of each quarter - March, June, September, December - the total for each child will represent the total number of hours or nights the child attended the provision.

If you are providing GROUP provision this will be compared to the data you supply in the provision tables – the guidelines for this are below.

If you are providing INDIVIDUAL provision this will correspond to information INCLUDED IN YOUR CONTRACT.

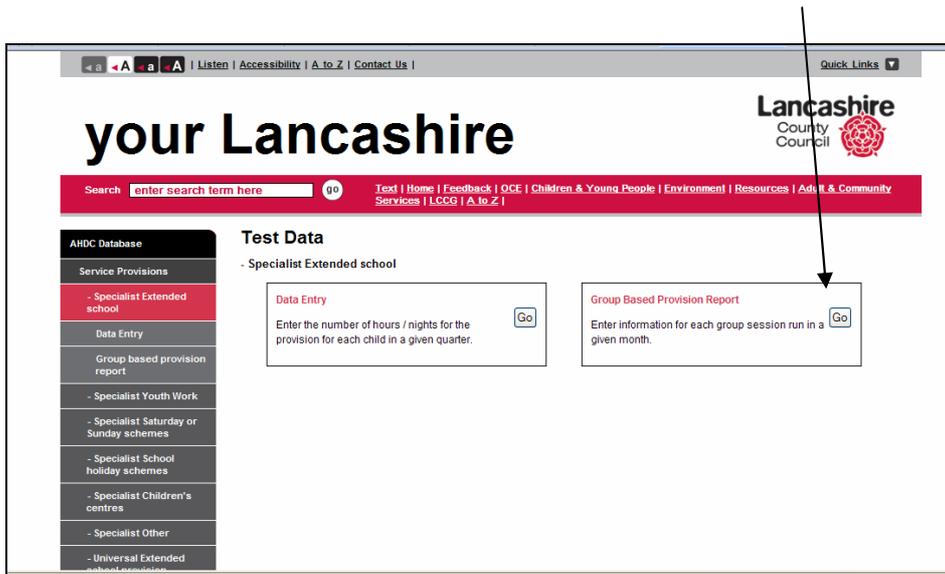
The rest of the guidelines are for GROUP based providers ONLY

Go back to the screen below *screen shot 6*.

From here you can update the session dates, attendance and session length you have provided.

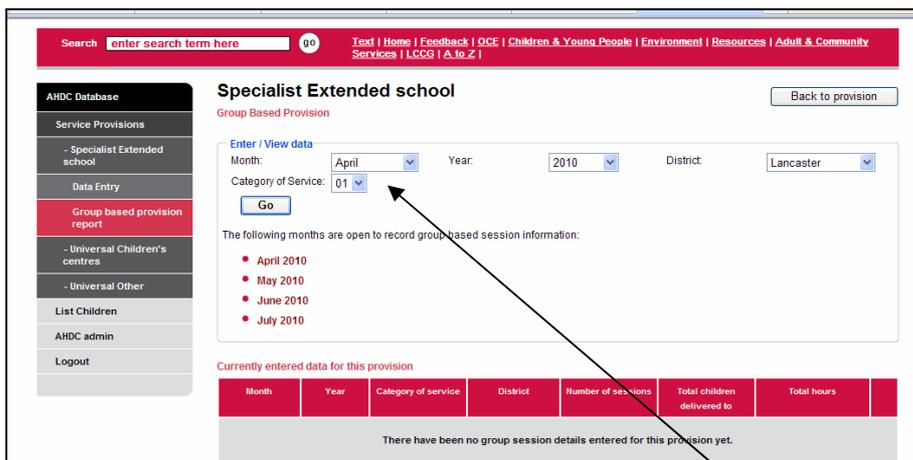
This needs completing for each month by the 9th of the following month.

Click the go button on the Group based provision box.



Screen shot 6

You will then be presented with this screen – this takes the place of the monthly form you have been e-mailing.



Screen shot 11

From this screen **ensure all the drop down boxes are showing the correct data**. Month, Year, District the provision took place in and the correct category of service.

If in doubt please check with appendix 1.

Once everything showing the correct details press the go button.

You will then be presented with a screen similar to this.

your Lancashire

Lancashire County Council

Search enter search term here go Text | Home | Feedback | OCE | Children & Young People | Environment | Resources | Adult & Community Services | LCCG | A to Z |

AHDC Database

Service Provisions

List Children

AHDC admin

Logout

Specialist Extended school

Group Based Provision session held in Lancaster, April, 2010, Category Of Service 01

Back to all months

Date	Number of CYP attending	Length of Session (hours)	Total Hours for Session

Add New Session

Save Changes

Bookmark page About Us | Feedback

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Screen shot 12

To add dates of new sessions press the 'Add New Session' button.

You will now see the input boxes below

your Lancashire

Lancashire County Council

Search enter search term here go Text | Home | Feedback | OCE | Children & Young People | Environment | Resources | Adult & Community Services | LCCG | A to Z |

AHDC Database

Service Provisions

List Children

AHDC admin

Logout

Specialist Extended school

Group Based Provision session held in Lancaster, June, 2010, Category Of Service 01

Back to all months

Date	Number of CYP attending	Length of Session (hours)	Total Hours for Session
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remove

Add New Session

Save Changes

Bookmark page About Us | Feedback

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Screen shot 13

Enter the date of the session, length of the whole session and number of children who attended.

The total hours for session will update automatically.

If you have a few session dates to add click on 'Add New Sessions' button. When you have finished click the 'Save Changes' button. A bar at the top will state the changes have been made. This table can be updated at any time during the month and up to the 9th of the following month.

After the 9th of the month, the previous month will be closed and no more data can be added or changed.

For Services delivering more than one provision under category 15 ONLY

Search 90 [Text](#) | [Home](#) | [Feedback](#) | [OCE](#) | [Children & Young People](#) | [Environment](#) | [Resources](#) | [Adult & Community Services](#) | [LCCG](#) | [A to Z](#)

AHDC Database

Service Provisions

- Specialist Extended school
- Specialist Youth Work
- Specialist Saturday or Sunday schemes
- Specialist School holiday schemes
- Specialist Children's centres
- Specialist Other

Data Entry

- Group based provision report**
- Universal Extended school provision
- Universal Youth Work Provision
- Universal Saturday or Sunday schemes

Specialist Other [Back to provision](#)

Group Based Provision

Enter / View data

Month: Year: District:

Category of Service: Scheme Type:

The following months are open to record group based session information

- April 2010
- May 2010
- June 2010
- July 2010

Currently entered data for this provision

Month	Year	Category of service	District	Number of sessions	Total children delivered to	Total hours
There have been no group session details entered for this provision yet.						

Screen shot 14

When inputting session information for category 15 you will see the screen above with the extra box 'Scheme Type'.

If you are only providing one session the default in the box is 'Other' there is no need to change.

If you are providing more than one you will have called your provision a 'Name' in the application form.

The drop down box includes the names of the schemes.

Pick your scheme name and carry on as from *Screen Shot 11*.

Appendix 1

Category of Service	Description	Website's Link - Service Provision	Notes
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2009/2010

3.1	Residential overnight stays providing nursing expertise	Overnight stays in Hospices or Overnight stays in other settings	
3.3	Outreach to support CYP attending community activities	Personal Assistants/Outreach to take the child out of their home	
3.5	Sitting & befriending with the necessary nursing expertise	Care in the Child's home (sitters or personal assistants)	
3.6	Mentoring/buddying schemes	Personal Assistants/Outreach to take the child out of their home	
3.7	Saturday & Sunday schemes	Specialist Saturday or Sunday Schemes	
3.9	Outdoor activities schemes	Specialist Other	
3.10	Stay & Play Schemes	Specialist Children's Centre	
3.11	Support groups & activities to siblings	Other	
3.12	Support to Extended Provision at Special Schools	Specialist Extended school	
3.13	Community, Sport and Leisure Activities	Universal Other	

2010/2011

1	Grants to Special Schools to create additional places for Extended Provision	Specialist Extended School Provision	
2	Grants to Special Schools to provide group based provision which include overnight stay.	Number of nights in other settings	
3	Grants to Special Schools to provide non-academic courses to Young People during out of school hours	Specialist Other	

Continued Appendix 1

4	Group based schemes during Summer Holidays through specialist provision	Specialist School Holiday Schemes	
5	Group based schemes during May, October and February Half Terms through specialist provision	Specialist School Holiday Schemes	
6	Grants to Borough Councils to develop access to community, sport and leisure activities.	Universal Other	
7	Grants to Universal Providers to develop drama, arts and musical group based schemes	Universal Youth Work Provision	
8	Grants to Children's Centres to develop group based activities through specialist provision	Universal Children's Centre	
9	Group based Swimming Sessions through specialist provision	Specialist Other	
10	Group based activities in Community Farms	Universal Other	
11	Group based IT/computing/gaming sessions	Universal Other	
12	Chill Out Zone - Parents Support groups with childcare available	Specialist Other	
13	Open funding stream to support inclusion group based activities in mainstream provision.	Universal Other	
14	Open funding stream for group based activities in universal settings or by universal providers.	Universal Other or Specialist Other or Number of Nights in Other Settings	Depending if you are an Universal or Specialist Provider. Services providing Overnight Stay should be on "Number of nights in other settings".
15	Open funding stream for group based activities in specialist settings or by specialist providers.	Specialist Other or Number of nights in other settings	Except for Services providing Overnight Stay which should be on "Number of nights in other settings"
Easter	Easter Holiday Schemes	Specialist School Holiday Schemes	
Christmas	Christmas Holiday Schemes	Specialist School Holiday Schemes	