



Scottish
Recovery
Indicator 2



New SRI 2 website User Guide

Home Page

The Home page has been redesigned to give it a fresh new look. The new Home page includes links to three **feature articles** that describe the benefits of using SRI 2 and an outline of how SRI 2 works.

There is a new **Main Menu** with direct links to pages containing further information about SRI 2:

- **Completing Your SRI 2**

This section of the new website provides a general overview of the SRI 2 process including guidance on how to gather the evidence required. There are also links to the detailed guidance on completing each stage of the SRI 2 process and information about how to download or order resources including leaflets and posters about SRI2.

- **News**

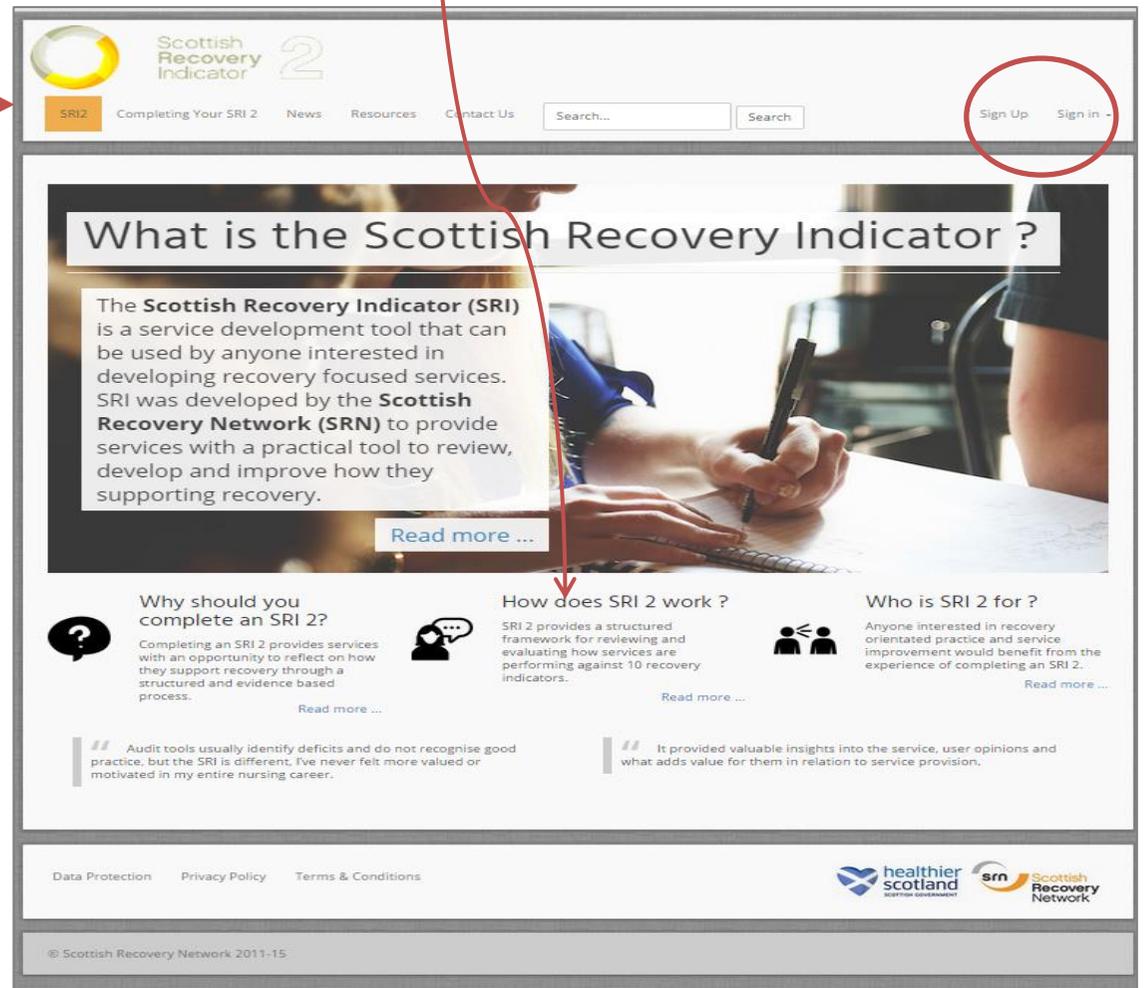
This section of the new website will contain all the latest news about SRI2 including any updates and case studies from services that have used SRI 2 to help increase their focus on recovery.

- **Resources**

This is where you can download all the resources you will need to complete your SRI 2 including guidance, data collection sheets and publicity materials for providing information about SRI 2 to staff, people using services and informal carers.

- **Contact Us**

On this page you can find out how to contact SRN if you have any questions about SRI 2 or would like to order some of our publications.



Sign Up and Sign In

The new website includes a simplified process for creating a new account to use the SRI 2 website and signing in to an existing account.

Sign Up

If you haven't already set up an SRI 2 account, selecting the **Sign Up** button will allow you to set up a new account by completing a short registration form. Once you have done this you will be able to sign into the website and start the process of completing your SRI2.

Sign In

If you have already set up an SRI 2 account, selecting the **Sign In** button will log you into the site and allow you to view the details of your SRI 2 account by selecting the My SRI 2 tab on the main menu. This will take you to the main dashboard where you can select the SRI 2 account that you want to view.

There is a new facility on the website which you can select if you want the site to remember you. If you select this option you will be logged into your SRI 2 account automatically every time you visit the website without having to re-enter your User name and Password.

If you have forgotten your **username** or **password** you can ask for these details to be sent to the e-mail address that was used to set up the SRI 2 account by selecting the links on the Sign In menu.

The screenshot shows the user interface for logging in or signing up. At the top right, there are two buttons: "Sign Up" and "Sign in". Below these is a section titled "LOGIN TO YOUR ACCOUNT". It contains two input fields: one for the username "robtest" and one for the password, represented by dots. Below the password field is a checkbox labeled "Log me on automatically each visit". At the bottom of the login section is a green "Log in" button. Below the "Log in" button are two links: "Forgot your username?" and "Forgot your password?". Red arrows point from the text in the left column to these elements: from "Sign Up" to the "Sign Up" button, from "Sign In" to the "Sign in" button, from "Log me on automatically each visit" to the checkbox, and from "If you have forgotten your username or password" to the "Forgot your username?" and "Forgot your password?" links. A large red oval encircles the entire login/sign-up area.

Main Dashboard

Scottish Recovery Indicator 2

SRI2 My SRI 2 Completing Your SRI 2 News Resources Contact Us Search... Search Sign out -

My SRI 2

New SRI

#	SRI Title	Organisation Name	Created	Completed	Edit
1	Penumbra	Penumbra	2014-03-17	2015-04-08	Edit
2	Test	Test	2014-01-22	Not Complete	Edit
3	Test 101	Unknown	2014-07-15	2015-04-08	Edit

Data Protection Privacy Policy Terms & Conditions

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The **Main Dashboard** section of the website will help you keep track of your SRI 2 activity.

The page allows you to:

- Set up a new SRI
- Access your existing SRI's – both completed and in progress
- Edit the details of your existing SRI 2 accounts

Data Collection Dashboard

The **Data Collection Dashboard** is the main control centre for you to use when collecting and entering the evidence required to complete your SRI 2.

The dashboard allows you to enter, edit and print copies of the evidence you have gathered for each of the six main data sources that need to be completed as part of the SRI 2 process.

Clicking on the **New** button under any of the six data collection columns will allow you to open up a new data collection sheet for recording your evidence. You can either complete this online or print off a hard copy to be completed manually and used to enter the evidence into the online system at a later date.

A new **View/Edit** button allows you to review data you have already entered into the system and if required edit the scores or commentary about supporting evidence on line.

You can now view or print of guidance relating to each of the six data sources used to provide evidence as part of the SRI 2 process direct from the dashboard by clicking on the appropriate **Guidance** button.

The screenshot shows the 'Data Collection' dashboard for 'Test 101 (Unknown)'. The dashboard is organized into a grid of six data sources, each with four action buttons. The 'Assessment', 'Care Plan', and 'Service Information' sources show '1 completed' under the 'View/Edit' button. The 'Service Provider', 'Service Users', and 'Informal Carers' sources show '0 completed' under the 'View/Edit' button. The 'Click to Complete' button is present for all sources.

Assessment	Care Plan	Service Information	Service Provider	Service Users	Informal Carers
New					
View/Edit 1 completed	View/Edit 1 completed	View/Edit 1 completed	0 completed	0 completed	0 completed
Guidance					
<input type="checkbox"/> Click to Complete					

Once you have completed the collecting and entering evidence from each data source you need to check the appropriate **“Click to Complete”** box. If you want to add further data and evidence at a later stage you can uncheck the **“Click to Complete”** box.

Once all of the **“Click to Complete”** boxes have been checked you will be ready to move on to the **Action Plan** stage of the SRI 2 process.

Data Collection Sheets

Test 101 (Unknown)

Save Cancel Back to SRI Print

Data Collection – Assessments

- Review the assessment
 - You should review the assessment and reflect on the extent to which it matches each of the statements on the data collection sheet. For example, to what extent does the assessment demonstrate that **“basic needs are routinely considered”**.
 - You can make notes about how the assessment being reviewed matches each of the statements in the space provided.
- Give the assessment a score
 - Based on the extent to which you agree or disagree that an assessment matches each of the statements, award a score between 1 and 5; where 1 is strongly disagree and 5 is strongly agree.
 - Arriving at a fair score between 1 and 5 is a matter of judgement based on reflection and discussion. A score of 5 would suggest that there is clear evidence that the assessment being reviewed is meeting aspirations of a specific statement. A score of 1 would suggest that there is very little or no evidence that an assessment reflects the aspirations of the statement.

Reference

Basic needs are routinely considered

Read the statement above and consider the extent to which it is reflected in this assessment. Basic needs include housing, nutrition, physical health, finance, personal care, safety and spiritual care needs. Provide examples below.

1 - Strongly Disagree 2 - Disagree 3 - Neither Agree or Disagree 4 - Agree 5 - Strongly Agree N/A

Goals are routinely considered

Read the statement above and consider the extent to which it is reflected in this assessment. Provide examples below.

1 - Strongly Disagree 2 - Disagree 3 - Neither Agree or Disagree 4 - Agree 5 - Strongly Agree N/A

The new format for the **Data Collection** form allows users to enter scores AND any supporting comments/evidence about individual sources of evidence directly online.

You can also **print** copies of the data collection forms to be completed offline with the information being entered into the online system at a later stage.

It is useful to give each data sheet a unique **reference** number or name that will allow you to refer back to the source of the original evidence if required.

After reviewing and reflecting on the evidence you need to give it a **score** based on the extent to which you agree or disagree that the evidence matches each of the **statements** based on the SRI 2 indicators e.g. *Basic needs are routinely considered*.

The new **Data Collection** sheets include a space for you to record any supporting evidence or comments that support the score you have entered for each of the statements. You do not need to enter any information in any of these boxes but you may find it useful to refer back to when you come to develop your Action Plan.

Once you have completed the Data Collection sheet you need to **Save** it so that it will be recorded on the system. You can also **Print** a copy of the data sheet if you want to keep a hard copy. However, you can always go back and view or amend the form by selecting the **View/Edit** option on the **Data Collection Dashboard**.

Clicking the **Back to SRI** button will take you back to the Data Collection Dashboard.



Action Planning

When you have completed the data collection for all six of the Data Sources and checked all of the **Completed** buttons, you will be able to view the **Action Planning** dashboard.

In the **Action Planning** dashboard you can:

- Access the **Guidance** on completing the Action Planning stage of the SRI 2 process.
- **View/Print** the **Scores** you have entered for all of the data you have reviewed as part of the SRI 2 process.
- Open the Action Plan template by selecting the **Create Action Plan** option.
- View and print a copy of your **Completed Action Plan**.

Test 101 (Unknown) Dashboard

Data Collection

100% Complete

Assessment	Care Plan	Service Information	Service Provider	Service Users	Informal Carers
<input type="checkbox"/> View Report					
<input type="checkbox"/> View 1 completed					
<input type="checkbox"/> Guidance					
<input checked="" type="checkbox"/> Completed					

Action Planning

<input type="checkbox"/> Guidance	<input type="checkbox"/> Scores	<input type="checkbox"/> Create Action Plan	<input type="checkbox"/> Completed Action Plan
<input type="checkbox"/> Guidance	<input type="checkbox"/> View/Print Scores	<input type="checkbox"/> View/Edit Action Plan	<input type="checkbox"/> SRI Action Plan

Scores Summary

Test 101 (Unknown) ◀ Back to SRI Dashboard Print

Data Collection Scores – Summary

Indicator	Assessment Average	Care Plan Average	Service Information Average	Service Provider Average	Service Users Average	Informal Carers Average	Overall Average Score
Basic needs are identified and addressed	★★★★☆ 3.0	★★★★☆ 2.0	N/A	★★★★☆ 3.0	★★★★☆ 2.0	★★★★☆ 4.0	★★★★☆ 2.8
Goals are identified and addressed	★★★★☆ 3.0	★★★★☆ 3.0	N/A	★★★★☆ 4.0	★★★★☆ 4.0	N/A	★★★★☆ 3.5
Personalised services are provided	★★★★☆ 4.0	★★★★☆ 3.0	★★★☆☆ 2.0	★★★★☆ 3.0	★★★★☆ 4.0	N/A	★★★★☆ 3.2
Service is strengths based	★★★★☆ 4.0	★★★★☆ 3.0	★★★★☆ 4.0	★★★★☆ 4.0	★★★★☆ 2.0	N/A	★★★★☆ 3.4
Service promotes social inclusion	★★★★☆ 4.0	★★★★☆ 3.0	☆☆☆☆☆ 0.0	★★★★☆ 4.0	★★★★☆ 4.0	N/A	★★★★☆ 3.0
Service promotes and acts on service user involvement	N/A	N/A	☆☆☆☆☆ 0.0	★★★★☆ 4.0	★★★★☆ 4.0	N/A	★★★★☆ 2.7
Informal carers are involved	★★★★☆ 4.0	★★★★☆ 3.0	★★★★☆ 4.0	★★★★☆ 4.0	★★★★☆ 3.0	★★★★☆ 3.0	★★★★☆ 3.5
Service encourages advance planning and self management	★★★★☆ 3.0	★★★★☆ 3.0	★★★★☆ 4.0	★★★★☆ 4.0	★★★★☆ 4.0	★★★★☆ 4.0	★★★★☆ 3.7
Staff are supported and valued	N/A	N/A	★★★☆☆ 3.0	★★★★☆ 4.0	★★★★☆ 4.0	★★★★☆ 4.0	★★★★☆ 3.8
Practice is recovery focused	★★★☆☆ 2.0	★★★★☆ 4.0	★★★★☆ 4.0	★★★★☆ 3.0	★★★★☆ 3.0	★★★★☆ 5.0	★★★★☆ 3.6
Overall Average Score	★★★★☆ 3.4	★★★★☆ 3.0	★★★★☆ 3.5	★★★★☆ 3.7	★★★★☆ 3.4	★★★★☆ 4.0	★★★★☆ 3.5

Selecting the Scores option in the Action Planning dashboard will allow you to view and print off a summary of the scores you have entered. This shows the average of the individual scores you have entered for each of the six **Data Sources** and each of the SRI 2 **Recovery Indicators**.

Action Plan Template

The screenshot shows the main form for 'Test 101 (Unknown)'. At the top right, there are buttons for 'Save', 'Submit a Plan', 'Cancel', 'Back to SRI', and 'Print'. The form is divided into four sections, each with a rich text editor:

- Key strengths identified:** The first section, with a red arrow pointing to its text area.
- How will we build on these strengths?:** The second section, with a red arrow pointing to its text area.
- Areas that could be improved:** The third section, with a red arrow pointing to its text area.
- How can we improve in these areas?:** The fourth section.

The new **Action Plan Template** has two main parts:

In the first part of the template you are asked to enter a short description of the main **Strengths** that you have identified by reflecting on the evidence you have reviewed as part of the SRI 2 process. You are then asked to describe how you intend to build upon these strengths.

You are then asked to describe the key areas that you have identified where **Improvements** could be made to make your service more recovery focused. You are then asked to describe how you could improve in the areas you have identified.

The second part of the template asks you to enter the specific **Actions** you will take to build upon the **Strengths** you have identified and make **Improvements** in the areas you have recognised could be improved to support recovery.

For each **Action** you are asked to describe the **Area for Improvement**, the specific **Action** you are proposing to take as well as **Who** will be responsible for the Action and **When** you would expect it to be completed.

You can enter as many Actions as you want by selecting the **Add Action** button to enter each new Action.

This is a detailed view of the 'Actions' section. It is titled 'Actions' and 'Action 1'. It contains the following fields:

- Area for improvement:** A text input field.
- Actions we will take:** A rich text editor.
- Who is responsible?:** A text input field.
- When by?:** A text input field.

At the bottom, there is a blue '+Add Action' button and the same set of navigation buttons as the main form: 'Save', 'Submit a Plan', 'Cancel', 'Back to SRI', and 'Print'.

