CAPITA

eStart Reports Extended Descriptions

last updated for the Spring 2017 release

Revision History

Version	Published on
Spring 2017 (3.62) - 1.0	20/03/2017

Doc Ref

eStart Reports Extended Descriptions Handbook/Spring 2017/2017-03-20

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01 | eStart Reports Extended Descriptions

Overview

Many of the standard eStart reports are available as both reach reports and volume reports. These report on the same data but use a different type of analysis to generate the results.

What's New in this Release?

The following changes have been made to reports in this release.

- A new **Times Seen** filter has been added to volume reports (Children, Carer, Family and Events). This filter defaults to **1 (and above)**. This can be changed to only report on members that have been seen 'n' times or more (based on other filters selected). **Times Seen** has been included as a new column in the report output.

- Family level **Custom Labels** and **Hard to Reach** can now be reported against Child, Carer and Event level reports from within the **Priority Groups** area.

- A **Priority Groups** column is now included in the report outputs for all standard reports with a **Priority Groups** filter option.

Priority Groups

Several reports include priority groups that enable you to refine the types of people that are included in report. If you select multiple criteria within a priority group tab, then all people that meet any of the selected criteria are included in the report. If you select criteria across multiple priority group tabs, then only people that meet at least one of the selected criteria in each tab are returned.

For example, assume the **Complex Health Needs** and **Redundancy** criteria are selected in the **Workless Household** priority group tab and the **Health and Medication Needs** criteria is selected in the **In Greatest Need** priority group tab. When the report is run, only people that meet either the **Complex Health Needs** or **Redundancy** criteria in the **Workless Household** tab <u>and meet</u> the **Health and Medication needs** criteria in the **In Greatest Need** tab are included in the report.

Reports include a list of the priority group to which each member is assigned.

Reach Reports

- Reach reports count an individual member or family once, no matter how many times they are recorded.

  For example, if an individual is seen at an event six times, attended six different events or three events twice each, they are only counted once. This is displayed in the report as 1.

- **Event Details** are not included in reach reports because the details cannot be matched to the people attending and the subtotals in a reach count summary do not add up to the overall total.

Volume Reports

- Volume reports count an individual member or family each time they appear.

  For example, if an individual is seen at an event six times, attended six different events or three events twice each, they are counted six times. This is displayed in the report as 6.

- **Event Details** are included in volume reports because the details of these reports match the people attending and the subtotals in a volume count summary table add up to the overall total.

  See the *eStart Web User Handbook* for more information about reports.

Report Criteria

Age of Children

Age is entered as a range and can be entered in full years or in years and months.

This criterion is operates as shown in the following examples:

- Age range selected = 2 years to 4 years

  The report returns children from their second birthday up to 4 years and 364 days (365 in a leap year).

- Age range selected = 1 year 1 month to 1 year 6 months. The report returns children aged from 1 year and 28 days up to 1 year 6 months and 27 days.

02 | **Children Category**

Children Seen (Reach)

This report displays the individual numbers of children seen at the selected settings within the chosen event date range.

Criteria

The report criteria are:

- **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include children with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**, **2YO**.

> **IMPORTANT NOTE:** *For more information on using priority groups, see*

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

- **Age**: Select **Full Years** or **Years and Months**. See .

- **Family ID**: Enter this if you wish to only report on a specific family.

- **Consent Given**: Select **Yes**, **No** or **All**.

- **Activities**: Select **All**, **Event Reporting Group**, **Group**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**.

The report includes:

- Active and inactive children.

- A summary table and bar chart of children seen at the selected settings.

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.

- Priority groups to which each member is assigned.

The report does not include:

- Information about the event activities.

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Children Seen (Volume)

This report displays the number of times children have been seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the <u>Children Seen (Reach)</u> report on *page 3, with the addition of the following options:*

Times Seen – *Set the minimum number of times a member must have been seen to be included in the report (assuming they meet the other entered search criteria).*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**.

The report includes:

■ The event date

■ Active and inactive children

■ A summary table and bar chart of children seen at the selected settings

■ If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

■ Priority groups to which each member is assigned.

■ Times Seen.

The report does not include:

■ Information about the event activities.

Children Seen by Age (Reach)

This report displays the individual numbers of children seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the <u>Children Seen (Reach)</u> report on *page 3*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered a**
3. **Age**

The report includes:

■ Active and inactive children

■ A summary table and bar chart of children seen at the selected settings

■ If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

- Priority groups to which each member is assigned.

The report does not include:

- Information about the event activities.

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see [Reach Reports](#) on *page 1*).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Children Seen by Age (Volume)

This report displays the number of times children have been seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the [Children Seen (Reach)](#) report on *page 3, with the addition of the following options:*

Times Seen – *Set the minimum number of times a member must have been seen to be included in the report (assuming they meet the other entered search criteria).*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. **Age**

The report includes:

- The event date
- Active and inactive children
- A summary table and bar chart of children seen at the selected settings
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.
- Priority groups to which each member is assigned.
- Times Seen.

The report does not include:

- Information about the event activities.

Children Seen by Activity (Reach)

This report displays the individual numbers of children seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the [Children Seen (Reach)](#) report on *page 3*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)

2. Setting **Registered at**
3. **Event activity**

The report includes:

- Active and inactive children
- A summary table and bar chart of children seen at the selected settings
- A reach subtotal for each activity
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.
- Priority groups to which each member is assigned.

The report does not include:

- Information about the event activities.

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Children Seen by Activity (Volume)

This report displays the number of times children have been seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the Children Seen (Reach) report on *page 3, with the addition of the following options:*

Times Seen – *Set the minimum number of times a member must have been seen to be included in the report (assuming they meet the other entered search criteria).*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. **Event activity**

The report includes:

- Active and inactive children
- A summary table and bar chart of children seen at the selected settings.
- A volume subtotal for each activity
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.
- Priority groups to which each member is assigned.
- Times Seen

The main totals of the summary tables are counts of the number of times a child has been seen for each activity at a setting or area.

Children Seen by Activity, with Anonymous Report (Volume)

This report shows the number of times children have been seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are:

- **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Date Range**: Enter the **From** and **To** dates.

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

- **Consent Given**: Select **Yes**, **No** or **All**.

- **Activities**: Select **All**, **Event Reporting Group**, **Group**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. Event activity

The report includes:

- Active and inactive children

- Numbers of anonymous children

- A summary table and bar chart of children seen at the selected settings

- A volume subtotal for each activity

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

The main totals of the summary tables are counts of the number of times a child has been seen for each activity at a setting or area.

Children Now Registered

This report displays a list of children registered in the selected settings on the date the report is run. A child's information is only included if both the child and the family are currently active.

Criteria

The report criteria are:

- **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Or Affiliated**: Select the check box to include settings to which the family are affiliated rather than registered.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include children with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**, **2YO**.

> **IMPORTANT NOTE:** *For more information on using priority groups, see* [*Priority Groups*](#) *on page* 1*.*

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

- **Age**: Select **Full Years** or **Years and Months**. See [Age of Children](#) on *page 2*.

- **Consent Given**: Select **Yes**, **No** or **All**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**

The report includes:

- Active children

- If a primary carer has been recorded for the child, the name of the carer is next to the address. If not, the name of the child is next to the address.

- A summary table and bar chart of children seen at the selected settings

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Priority groups to which each member is assigned.

The report does not include:

- Inactive children

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see [Reach Reports](#) on *page 1*)).

The total for each setting is a reach count of each child. Therefore, if a child's family is affiliated to more than one setting, they are only counted once in the total, to represent all their settings.

Children Now Registered by Ethnicity (Reach)

This report displays a list of children registered by ethnicity in the selected settings on the date the report is run.

A child's information is only included if both the child and the family are currently active.

Criteria

The report criteria are the same as the [Children Now Registered](#) report on *page 7.*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. **Ethnicity**

The report includes:

- Active children

- If a primary carer has been set up for the child, the name of the carer is next to the address. If not, the name of the child is next to the address.

- A summary table and bar chart of children seen at the selected settings

- A volume subtotal for each activity

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Priority groups to which each member is assigned.

The report does not include:

- Inactive children

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The total for each setting is a reach count of each child. Therefore, if a child's family is affiliated to more than one setting, they are only counted once in the total, to represent all their settings.

Children Now Registered by Disability & Special Needs Report (Reach)

This report displays a list of children registered by disability and special needs in the selected settings on the date the report is run.

A child's information is only included if both the child and the family are currently active.

Criteria

The report criteria are the same as the Children Now Registered report on *page 7.*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. **Disability**
4. **Special Needs**

The report includes:

- Active children

- If a primary carer has been set up for the child, the name of the carer is next to the address. If not, the name of the child is next to the address.

- A summary table and bar chart of children seen at the selected settings

- A volume subtotal for each activity

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Priority groups to which each member is assigned.

The report does not include:

- Inactive children

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The total for each setting is a reach count of each child. Therefore, if a child's family is affiliated to more than one setting, they are only counted once in the total, to represent all their settings.

Birth of Children

This report displays children born within the chosen date range of the registered setting.

Criteria

The report criteria are:

- **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include children with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

- **Consent Given**: Select **Yes**, **No** or **All**.

Results

The results are grouped by:

1. Living a**t** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**

The report includes:

- Active and inactive children where the family status is **Active**.

- Birth weight (if recorded)

- Gender (if recorded)

- Ethnicity (if recorded)

- Primary carer of child (if recorded).

- A summary table and bar chart of children seen at the selected settings
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

Births of children by Weight

This report displays all children born within the chosen date range who are registered at the setting, grouped by weight.

Criteria

The report criteria are:

- **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.
- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.
- **Date Range**: Enter the **From** and **To** dates.
- **Disabled/SpecialNeed**: Select this check box to include children with a recorded disability.
- **Ethnicity**: Select the required ethnicities.
- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.
- **Consent Given**: Select **Yes**, **No** or **All**.

Results

The results are grouped by:

1. Living a**t** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. **Birth weight range**

The report includes:

- Active and inactive children where the family status is **Active**.
- Birth weight (if recorded)
- Gender (if recorded)
- Ethnicity (if recorded)
- Primary carer of child (if recorded).
- A summary table and bar chart of children seen at the selected settings
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

03 / Carers Category

Carers Seen (Reach)

This report displays the individual numbers of carers seen at the selected settings within the chosen event date range.

Criteria

The report criteria are:

- **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include carers with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

> *IMPORTANT NOTE: For more information on using priority groups, see Priority Groups on page* 1.

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

- **Age**: Select the age range of carers you want to include in the report. Only those in the selected range are included in the output.

- **Include Carers with no DOB**: Select if you want to include carers with no date-of-birth entered.

- **Relationship to Child**: Select from the drop down list.

- **Teenager** (less than 20 years at Event Date)

- **Parent** (check box)

- **Lone Parent** (check box)

- **Currently Smoking** (check box)

- **Pregnant** (check box)

- **Consent Given**: Select **Yes**, **No** or **All**.

- **Activities**: Select **All**, **Event Reporting Group**, **Group**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**.

The report includes:

- Active and inactive carers

- A summary table and bar chart of carers seen at the selected settings

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.
- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.
- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)
- Priority groups to which each member is assigned.

The report does not include:

- Information about the event activities

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Carers Seen (Volume)

This report displays the number of times carers have been seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the Carers Seen (Reach) report on *page 12, with the addition of the following options:*

Times Seen – *Set the minimum number of times a member must have been seen to be included in the report (assuming they meet the other entered search criteria).*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**

The report includes:

- Active and inactive carers
- A summary table and bar chart of carers seen at the selected settings
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.
- Priority groups to which each member is assigned.
- Times Seen.

The report does not include:

- Information about the event activities.

Carers Seen by Activity (Reach)

This report displays the individual numbers of carers seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the [Carers Seen (Reach)](#) report on *page 12*.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. **Setting Registered at**
3. **Event activity**

The report includes:

- Active and inactive carers
- A summary table and bar chart of carers seen at the selected settings
- A reach subtotal for each activity
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.
- Priority groups to which each member is assigned.

The report does not include:

- Information about the event activities.

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see [Reach Reports](#) on *page 1*)).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Carers Seen by Activity (Volume)

This report displays the number of times carers have been seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the [Carers Seen (Reach)](#) report on *page 12, with the addition of the following options:*

Times Seen – *Set the minimum number of times a member must have been seen to be included in the report (assuming they meet the other entered search criteria).*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. **Event activity**

The report includes:

- Active and inactive carers
- A summary table and bar chart of carers seen at the selected settings.
- A volume subtotal for each activity
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.
- Priority groups to which each member is assigned.

■ Times Seen.

The main totals of the summary tables are counts of the number of times a carer has been seen for each activity at a setting or area.

Carers Seen by Activity, with Anonymous

This report shows the number of times carers have been seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are:

■ **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

■ **Date Range**: Enter the **From** and **To** dates.

■ **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

■ **Age**: Select the age range of carers you want to include in the report. Only those in the selected range are included in the output.

■ **Include Carers with no DOB**: Select if you want to include carers with no date-of-birth entered.

■ **Consent Given**: Select **Yes**, **No** or **All**.

■ **Activities**: Select **All**, **Event Reporting Group**, **Group**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. Event activity

The report includes:

■ Active and inactive carers

■ Numbers of anonymous carers

■ A summary table and bar chart of carers seen at the selected settings

■ A volume subtotal for each activity

■ If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

The main totals of the summary tables are counts of the number of times a carer has been seen for each activity at a setting or area.

Carers Now Registered

This report displays a list of children registered in the selected settings on the date the report is run. A child's information is only included if both the child and the family are currently active.

Criteria

The report criteria are:

■ **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Affiliated**: Select the check box to include settings to which the family are affiliated rather than registered.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Disabled/SpecialNeed**: Select this check box to include children with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

IMPORTANT NOTE: For more information on using priority groups, see Priority Groups on page 1.

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

- **Age**: Select the age range of carers you want to include in the report. Only those in the selected range are included in the output.

- **Include Carers with no DOB**: Select if you want to include carers with no date-of-birth entered.

- **Relationship to Child**: Select from the drop down list.

- **Teenager** (less than 20 years at Event Date)

- **Parent** (check box)

- **Lone Parent** (check box)

- **Currently Smoking** (check box)

- **Pregnant** (check box)

- **Consent Given**: Select **Yes**, **No** or **All**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**

The report includes:

- Active carers

- A summary table and bar chart of carers seen at the selected settings

- A volume subtotal for each activity

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Priority groups to which each member is assigned.

The report does not include:

- Inactive carers

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The total for each setting is a reach count of each child. Therefore, if a child's family is affiliated to more than one setting, they are only counted once in the total, to represent all their settings.

04 | **Families Category**

Main Carer Selection

The Family Registration, Family Seen Reach and Family Seen Volume reports include the name of the main carer. The following table explains the logic used by eStart when selecting which carer to include as the main carer in these reports.

Child 1	Primary Carer 1	Primary Carer 1
Child 2	Primary Carer 2	
Child 1	Primary Carer 1	Primary Carer 1
Child 2	No Primary Carer	
Child 1	No Primary Carer	Primary Carer 2
Child 2	Primary Carer 2	
Child 1	No Primary Carer	No carer is displayed
Child 2	No Primary Carer	

Families Seen (Reach)

This report displays the individual numbers of families seen at the selected settings within the chosen event date range.

Criteria

The report criteria are:

- **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include families with a member who has a recorded disability.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

> **IMPORTANT NOTE:** *For more information on using priority groups, see* *Priority Groups* *on page* 1*.*

- **Employed** (check box)
- **Consent Given**: Select **Yes**, **No** or **All**.
- **Activities**: Select **All**, **Event Reporting Group**, **Groups**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**.

The report includes:

- Active and inactive families
- A summary table and bar chart of families seen at the selected settings
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.
- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.
- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge, including contact addresses and numbers but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)
- Priority groups to which each member is assigned.

The report does not include:

- Information about the event activities

The summary table main totals are calculated by counting each family only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see <u>Reach Reports</u> on *page 1*)).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Families Seen (Volume)

This report displays the number of times families have been seen at the selected children's centre settings within the chosen event date range.

Criteria

The report criteria are the same as the <u>Families Seen (Reach)</u> report on *page 18, with the addition of the following options:*

Times Seen – *Set the minimum number of times a member must have been seen to be included in the report (assuming they meet the other entered search criteria).*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**

The report includes:

- Active and inactive families
- A summary table and bar chart of families seen at the selected settings

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Priority groups to which each member is assigned.

- Times Seen.

The report does not include:

- Information about the event activities.

Families Now Registered

This report displays a list of families registered in the selected settings on the date the report is run. The main carer is included with the children.

Criteria

The report criteria are:

- **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Or Affiliated**: Select the check box to include settings to which the family are affiliated rather than registered.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range: Enter the From and To date.**

- **Disabled/SpecialNeed**: Select this check box to include families with a member who has a recorded disability.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

> IMPORTANT NOTE: *For more information on using priority groups, see Priority Groups on page 1.*

- **Consent Given**: Select **Yes**, **No** or **All**. All family members must be set to **No Consent Given** if a family is to be recorded as not having given consent.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**

The report includes:

- Active families (a member's information is only included if both the member and the family are currently active.)

- A summary table and bar chart of families seen at the selected settings

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge, including contact addresses and numbers but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Priority groups to which each member is assigned.

The report does not include:

- Inactive families

The summary table main totals are calculated by counting each family only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The total for each setting is a reach count of each family. Therefore, if a family is affiliated to more than one setting, they are only counted once in the total, to represent all their settings.

Mail Merge Families Registered

This report directly outputs a mail merge list of family addresses with contact numbers and family IDs. Only active families are included.

Criteria

The report criteria are:

- **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include families with a member who has a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

> *IMPORTANT NOTE: For more information on using priority groups, see Priority Groups on page 1.*

- **Consent Given**: Select **Yes**, **No** or **All**. All family members must be set to **No Consent Given** if a family is to be recorded as not having given consent.

Results

The report includes:

- The carer name for each family is that which is set as the **Main Correspondent**.

- **Consent Given** depends only on this carer, therefore not all the family members need to have withheld their consent in order for this family to be displayed when the **No Consent Given** option is selected.

- The title displays the selected **Consent Given** option before running the report.

- Active families (a member's information is only included if both the member and the family are currently active.)

- A summary table and bar chart of families seen at the selected settings

■ Priority groups to which each member is assigned.

The report does not include:

■ Inactive families

Monthly Summary Members Seen (Reach)

This report displays the numbers of carers and children seen at the selected settings within the chosen event date range.

Criteria

The report criteria are:

■ **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

■ **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

■ **Date Range**: Enter the **From** and **To** dates.

■ **Disabled/SpecialNeed**: Select this check box to include families with a member who has a recorded disability.

■ **Ethnicity**: Select the required ethnicities.

■ **Activities**: Select **All**, **Event Reporting Group**, **Groups**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Seen at**

The report includes:

■ Active and inactive carers and children, with active and inactive family status

■ A summary table of families seen at the selected settings

■ If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.

The counts of individual members seen at event activities are reach counts for each month. Therefore, if the same member has attended, for example, three activities in a setting, that member will only be counted once in that month's total.

Monthly Summary Members Seen (Volume)

This report displays the numbers of carers and children seen at the selected settings within the chosen event date range.

Criteria

The report criteria are the same as the

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Seen at**

The report includes:

- Active and inactive carers and children, with active and inactive family status
- A summary table of families seen at the selected settings
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.

All members and families must have attended the event. The number of times each member has been seen at each event activity is counted and displayed by each month in the summary table.

Summary Members Seen (Reach) Report

This report displays the numbers of carers, children and families seen at the selected settings within the chosen event date range.

Criteria

The report criteria are the same as the Monthly Summary Members Seen (Reach) report on page *22*.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Seen at**

The report includes:

- Active and inactive carers and children, with active and inactive family status
- A summary table of families seen at the selected settings
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.

All members and families must have attended the event. The counts of individual members seen at event activities are reach counts for each month. Therefore, if the same member has attended, for example, three activities in the setting, that member will only be counted once in that month's total.

Summary Members Seen (Volume) Report

This report displays the numbers of carers, children and families seen at the selected settings within the chosen event date range.

Criteria

The report criteria are the same as the Monthly Summary Members Seen (Reach) report on page *22*.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Seen at**

The report includes:

- Active and inactive carers and children, with active and inactive family status
- A summary table of families seen at the selected settings

■ If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.

The number of times each family has been seen at each event activity is counted and displayed by each month in the summary table.

05 | **UNA Category**

See also <u>*UNA Reports*</u> on *page 64* for more information about Universal Needs Assessment (UNA) reports.

UNA

This report displays the UNA information from the latest UNA that each member of a single, specific family has answered.

Criteria

■ Enter a valid **Family ID**.

Results

The report includes:

■ All UNA items that were answered by the family members in their latest assessment.

> *To obtain a blank UNA form for a family, with a list of all the UNA question items, run the* **UNA Blank Form** *report. See* <u>*UNA Blank Form*</u> *on page* 25*.*

UNA of Family by SCI Scores

This report displays the Social Capital Index (SCI) information from the latest UNA that each member of a single, specific family has answered.

Criteria

■ Enter a valid **Family ID**.

Results

The report includes:

■ The answers to the SCI questions that were answered by the family members in their latest assessment.

■ The SCI scores (with classification) of all the carers in the family. This is displayed on the last page of the report In order for the SCI scores to be displayed, the following conditions must both be met:

• The **Score Type** name must contain **SCI**.

• **Score Details** and **Values** must be assigned via **Admin | System Maintenance | UNA Maintenance | Score Administration**. See *UNA Score Administration* in the *eStart Web Administrator Handbook*.

UNA Blank Form

This report displays all the UNA information from the latest UNA for each member of a single, specific family.

Criteria

■ Enter a valid **Family ID**

■ Select the **Blank Form** checkbox

If the Blank Form checkbox is not selected, then all the UNA items are listed, with ticks against those that have been answered by the family members.

Results

The report includes:

- All the UNA items from the latest UNA

- Family and member information in the report header

UNA by SCI Scores

This report displays information from UNAs created within the chosen date range, for carers registered at the selected settings.

Criteria

The report criteria are:

- **Registered at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- UNA creation **Date Range**: Enter the **From** and **To** dates.

Results

- Indices of Multiple Deprivation (IMD) and Income Deprivation Affecting Children Index (IDACI) rankings and scores are included if **Super Output Area** has been selected for the **Living At** option and they have been added via **Admin > Manage Dropdowns > Postcodes/Settings > Super Output Areas**.

- In order for the SCI scores to be displayed, the following conditions must both be met:

  - The **Score Type** name must contain **SCI** (**SCI** must not be included in other names).

  - **Score Details** and **Values** must be assigned via **Admin | System Maintenance | UNA Maintenance | Score Administration**. See *UNA Score Administration* in the *eStart Web Administrator Handbook*.

The maximum score of UNA **SCI** question items is 100.

UNA by Smoking Scores

This report displays the scores of the **Smoking (Nicotine Dependency)** score type from UNAs created within the chosen date range, for carers registered at the selected settings.

Criteria

The report criteria are:

- **Registered at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- UNA creation **Date Range**: Enter the **From** and **To** dates.

Results

The report includes:

- The **UNA Creation Date**

- The **Smoking (Nicotine Dependency)** scores (with classification) of all the carers in the family. This is displayed on the last page of the report. In order for these scores to be displayed, the following conditions must both be met:
  - The **Score Type** name must contain the word **Nicotine** (**Nicotine** must not be included in other names).
  - **Score Details** and **Values** must be assigned via **Admin | System Maintenance | UNA Maintenance | Score Administration**. See *UNA Score Administration* in the *eStart Web Administrator Handbook*.

The maximum score of UNA **Smoking** question items is 10.

UNA by Overweight Scores

This report displays the scores of the **Likelihood of being Overweight** score type from UNAs created within the chosen date range, for carers registered at the selected settings.

Criteria

The report criteria are:

- **Registered at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.
- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.
- UNA creation **Date Range**: Enter the **From** and **To** dates.

Results

The report includes:

- The **UNA Creation Date**
- The **Likelihood of being Overweight** scores (with classification) of all the carers in the family. This is displayed on the last page of the report. In order for these scores to be displayed, the following conditions must both be met:
  - The **Score Type** name must contain the word **Overweight** (**Overweight** must not be included in other names)
  - **Score Details** and **Values** must be assigned via **Admin | System Maintenance | UNA Maintenance | Score Administration**. See *UNA Score Administration* in the *eStart Web Administrator Handbook*.

There are ten question Items that can count towards the **Likelihood of Being Overweight** score:

- If multiple **Depression** question items are selected, this counts as one **Likelihood of Being Overweight** question item.
- If multiple **Mental Health** question items are selected, this counts as one **Likelihood of Being Overweight** question item.
- The other eight **Likelihood of Being Overweight** question items count as one each.

The maximum score of UNA **Likelihood of being Overweight** question items for each family is 10. This can, however, be exceeded if the selected date range is wide, so many UNAs with **Likelihood of being Overweight** question items are selected for the report.

UNA Score Types

This report displays members grouped by **Registered Setting** and **Score Type**.

Criteria

The report criteria are:

- **Registered at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

NOTE: There is no option to select a date range for this report.

Results

The results are grouped by:

1. Setting **Registered at**
2. **Score Type**

The report includes:

- The **UNA Created** date

- The **Score**

- The **Score Type** classification (if recorded)

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information.

The **Score** is a sum of the items assigned to the **Score Type**.

*NOTE: The **Score Type** of **Likelihood of being Overweight** is not included in this report; the **UNA by Overweight Scores** report must be run to display this information.*

Completed UNAs

This report displays members with completed UNAs.

*NOTE: A UNA must have a **Completed** date to be included in this report.*

Criteria

The report criteria are:

- **Registered at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

NOTE: There is no option to select a date range for this report.

Results

The results are grouped by:

1. Setting **Registered at**
2. **Template Type**

The report includes:

- The **Health Visitor** name

- The **UNA Created** date

- The **UNA Completed** date

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information.

UNA Items

This report displays members who have answered selected questions in their UNA

Criteria

The report criteria are:

- **Registered at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **UNA Items**: Select the question items you wish to report on; the report only displays members who have answered the selected items.

> **NOTE**: *There is no option to select a date range for this report.*

Results

The results are grouped by:

1. Setting Registered at
2. **Living at** (if an option other than **No Selection** has been selected)
3. **Template Type**
4. **UNA Item**: this enables you to see if members of the same family have answered the same question items.

The report includes a summary table. This is displayed by clicking the **Summary** button in the report or by selecting the **Summary** checkbox before running the report.

UNA Items by Carers with % (Volume)

This report displays the numbers and percentages of members registered at the selected settings who have selected question items in UNAs created within the selected date range.

Criteria

The report criteria are:

- **Registered at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- UNA creation **Date Range**: Enter the **From** and **To** dates.

Results

The results are grouped by Setting **Registered at**.

The report includes:

- The numbers of carers registered at the setting who selected the UNA question item (black)

- The number of carers registered at the setting for whom a UNA has been created (purple)

- The percentage of the carers for whom a UNA has been created who selected this question (purple)

- The total number of carers registered at all settings for whom a UNA has been created (brown)

- The percentage of the carers registered at all settings for whom a UNA has been created who selected this question (brown)

- Three summary tables. These are displayed by clicking the **Summary** button in the report or by selecting the **Summary** checkbox before running the report. The third Summary table displays the number of times the item was selected within the date range by **Area** and **Category**, and is only displayed if an option has been selected for **Living At**.

The report counts all the UNAs for carers (not just the latest created) and counts the same carer twice if two UNAs were created for then within the chosen Date Range.

This is a volume count report.

UNA Members with >3 Addresses Report

This report displays the members for whom either a child or carer UNA has been created and who have changed their address more than three times.

Criteria

The report criteria are:

- **Registered at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- UNA creation **Date Range**: Enter the **From** and **To** dates.

Results

The results are grouped by:

1. Setting Registered at

2. **Age**

Address changes are logged when a new address is added via the **Current Family | Family Details | Change Address** button.

> *NOTE*: When adding a change of address, the **Date Moved In** is optional, however only address changes with a **Date Moved In** are included in this report.

06 | Registration (Joining) Category

Families Joining

This report displays the families who joined the setting within the selected date range.

Criteria

The report criteria are:

- **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include families with a member who has a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

> *IMPORTANT NOTE: For more information on using priority groups, see Priority Groups on page 1.*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**

The report includes:

- Active and inactive families

- The name of the mother and the surname of the primary carer if recorded for the family

- The number of children in the family

- A summary table and bar chart of families who joined the selected **Registered at** settings

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Priority groups to which each member is assigned.

The summary table main totals are calculated by counting each family only once at each setting or area.

The bar charts display the reach subtotals for each setting or area, but do not include the total of all settings (see *Reach Reports* on page *1*).

Carers & Children Joining

This reach report displays the members who joined the setting within the selected date range.

Criteria

The report criteria are:

- **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include families with a member with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

- **Consent Given**: Select **Yes**, **No** or **All**.

Results

The results are grouped by: **Living at** (if an option other than **No Selection** has been selected)

The report includes:

- Active and inactive members from active and inactive families

- A summary table of the carers and children who joined the selected **Registered at** settings

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.

- Carers and children are included in the report even if they have not supplied their date of birth. The **Member Type** column enables carers and children to be distinguished.

The summary table main totals are calculated by counting each individual member only once at each setting or area.

A bar chart displays the reach subtotals for each setting or area, but does not include the total of all settings (see *Reach Reports* on page *1*).

Carers Joining

This reach report displays the carers who have joined the setting within the selected date range.

Criteria

The report options are:

- **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select No Selection, Setting, Post Area, Super Output Area or Custom.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include carers with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

> **IMPORTANT NOTE:** *For more information on using priority groups, see* *[Priority Groups]* *on page* 1*.*

- **Sex**: Select All, Female, Male or Not Known.
- **Age**: Select the age range of carers you want to include in the report. Only those in the selected range are included in the output.
- **Include Carers with no DOB**: Select if you want to include carers with no date-of-birth entered.
- **Relationship to Child**: Select from the drop down list.
- **Teenager** (less than 20 years at Event Date)
- **Parent** (check box)
- **Lone Parent** (check box)
- **Currently Smoking** (check box)
- **Pregnant** (check box)
- **Consent Given**: Select **Yes**, **No** or **All**.

Results

The results are grouped by: **Living at** (if an option other than **No Selection** has been selected)

The report includes:

- Active and inactive carers from active or inactive families.
- Carers are included in the report even if they have not supplied their date of birth, unless the **Teenager** report criterion has been selected.
- A summary table and bar chart of carers seen at the selected settings.
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.
- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.
- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.).
- Priority groups to which each member is assigned.

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Children Joining

This reach report displays the children who have joined the setting within the selected date range.

Criteria

The report options are:

- **Registered at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.
- **Date Range**: Enter the **From** and **To** dates.
- **Disabled/SpecialNeed**: Select this check box to include children with a recorded disability.
- **Ethnicity**: Select the required ethnicities.
- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label and 2YO**.

IMPORTANT NOTE: For more information on using priority groups, see Priority Groups on page 1.

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.
- **Age**: Select **Full Years** or **Years and Months**. See Age of Children on *page 2*.
- **Consent Given**: Select **Yes**, **No** or **All**.

Results

The results are grouped by **Living at** (if an option other than **No Selection** has been selected)

The report includes:

- Active and inactive children from active or inactive families
- A summary table and bar chart of children seen at the selected settings
- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.
- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.
- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)
- Priority groups to which each member is assigned.

The report does not include:

- Children who do not have a recorded date of birth.

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

07 | Event Reach/Volume Category

Events (Reach)

This report displays a count of individual members who attended an event activity at the selected children's centre settings within the selected date range.

Criteria

The report options are:

- **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include carers with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label, 2YO**.

> *IMPORTANT NOTE: For more information on using priority groups, see Priority Groups on page* 1*.*

- **Sex**: Select **All**, **Female**, **Male** or **Not Known**.

- **Consent Given**: Select **Yes**, **No** or **All**.

- **Activities**: Select **All**, **Event Reporting Group**, **Group**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**.

The report includes:

- Active and inactive carers from active and inactive families.

- A summary table and bar chart of carers seen at events at the selected settings.

  This Summary Table is grouped in rows by **Event Months** then **Member Type**, and in columns by the **Seen at Setting**.

- If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table is included.

- If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

- If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Priority groups to which each member is assigned.

The report does not include:

■ Information about the event activities

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*)).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Events (Volume)

This report displays the number of times carers have been seen at events at the selected children's centre settings within the selected date range.

Criteria

The report criteria are the same as the Events (Reach) report on page *35, with the addition of the following options:*

Times Seen – *Set the minimum number of times a member must have been seen to be included in the report (assuming they meet the other entered search criteria).*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**

The report includes:

■ Active and inactive carers from active and inactive families.

■ A summary table and bar chart of carers seen at the selected settings

■ If a setting, postal area, super output area or custom label was selected for the **Living At** criterion, an area based summary table and bar chart are included.

■ Priority groups to which each member is assigned.

■ Times Seen.

The report does not include:

■ Information about the event activities.

Events (Reach) by Activity

This report displays a count of individual Members who attended an Event Activity at the selected children's centre settings within the selected date range.

Criteria

The report criteria are the same as the Events (Reach) report on page *35.*

Results

The results are grouped by:

1. **Living at** (if an option other than **No Selection** has been selected)
2. Setting **Registered at**
3. Event **Activities**

The report includes:

■ Active and inactive carers from active and inactive families.

■ Priority groups to which each member is assigned.

Four summary tables of members who attended events are included:

1. The first summary table is grouped in rows by **Event Activities** and in columns by **Seen at Setting**.

2. The second summary table includes the **Event Month** as an additional grouping.

3. The third summary table is **Area** based and is included if a setting, postal area, super output area or custom label was selected for the **Living At** criterion

4. The fourth summary table is included if the **Living At** criterion has been selected, and includes an additional **Event Month** grouping.

The summary table main totals are calculated by counting each individual only once at each setting or area, no matter how many times they have been seen. They are not a total of all the subtotals (this can often give a different result – see Reach Reports on *page 1*).

The bar charts display the reach subtotals for each setting or area, but do not include the reach setting or area total.

Events by Activity with Anonymous

This report displays the number of times members have attended an event activity at the selected children's centre settings within the selected date range. The report is grouped first by Living At, if this option has been selected, and then Registered at Setting followed by Event Activities.

Criteria

The report criteria are:

■ **Seen at**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

■ **Date Range**: Enter the **From** and **To** dates.

■ **Sex**: Select All, Female, Male or Not Known.

■ **Activities**: Select **All**, **Event Reporting Group**, **Group**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

Results

■ Active and inactive carers from active and inactive families.

■ Anonymous attendees

Four summary tables of members who attended events are included:

1. The first summary table is grouped in rows by **Event Activities** and in columns by **Seen at Setting**.

2. The second summary table includes the **Event Month** as an additional grouping.

3. The third summary table is **Area** based and is included if a setting, postal area, super output area or custom label was selected for the **Living At** criterion

4. The fourth summary table is included if the **Living At** criterion has been selected, and includes an additional **Event Month** grouping.

Events (Reach) By Provider Report

This report shows a count of individual Members who attended an Event Activity at the selected children's centre settings between the chosen Event Dates, by Provider.

The report options are the same as for the Events (Reach) report.

The report is grouped first by Living At (if this option has been selected), and then Registered at Setting followed by Provider and then Event Activity. Both Active and inactive Members within active and inactive Families are displayed in this report.

Various subtotals are provided with this report. Even though it is a Reach report (which only counts once when an individual Member attended several Event Activities over several Providers), it does show Volume subtotals. The Volume subtotals all have a light coloured background and they count the number of times a Member has attended an Event, even if it is for the same Event Activity.

Four Summary Tables of Members Seen at Events from the selected settings are included in this report.

- The first Summary Table is grouped with the rows by Provider and the Seen at Setting set as columns.

- The second Summary Table is also for setting but includes the Event Month as a further group.

- The third Summary Table, based on Area, can be seen in this report, if a Setting, Postal Area, Super output Area or Custom Label has been selected for the **Living At** report option.

- The fourth Summary Table can be seen when the Living at option has been selected and includes the additional Event Month grouping.

A bar chart for the Setting by Provider and a bar chart for the Area by Provider are at the last two pages of the Summary View option.

Events (Reach) By Location Report

This report shows a count of individual Members who attended an Event Activity at the selected children's centre settings between the chosen Event Dates, by Location.

The report options are the same as for the Events (Reach) report.

The report is grouped first by Living At (if this option has been selected), and then Registered at Setting followed by Location and then Event Activity. Both Active and inactive Members within active and inactive Families are displayed in this report.

Various subtotals are provided with this report. Even though it is a Reach report (which only counts once when an individual Member attended several Event Activities over several Locations), it does show Volume subtotals. The Volume subtotals all have a light coloured background and they count the number of times a Member has attended an Event, even if it is for the same Event Activity.

Four Summary Tables of Members Seen at Events from the selected settings are included in this report.

- The first Summary Table is grouped with the rows by Location and the Seen at Setting set as columns.

- The second Summary Table is also for setting but includes the Event Month as a further group.

- The third Summary Table, based on Area, can be seen in this report, if a Setting, Postal Area, Super output Area or Custom Label has been selected for the **Living At** report option.

- The fourth Summary Table can be seen when the Living at option has been selected and includes the additional Event Month grouping.

A bar chart for the Setting by Location and a bar chart for the Area by Location are at the last two pages of the Summary View option.

Events (Reach) By Theme Report

This report shows a count of individual Members who attended an Event Activity at the selected children's centre settings between the chosen Event Dates, by Theme.

The report options are the same as for the Events (Reach) report.

The report is grouped first by Living At, if this option has been selected, and then Registered at Setting followed by Theme and then Event Activity. Both Active and inactive Members within active and inactive Families are displayed in this report.

Various subtotals are provided with this report. Even though it is a Reach report (which counts only once when an individual Member attended several Event Activities over several Themes), it does show Volume subtotals. The Volume subtotals all have a light coloured background and they count the number of times a Member has attended an Event, even if it is for the same Event Activity.

Four Summary Tables of Members Seen at Events from the selected settings are included in this report.

- The first Summary Table is grouped with the rows as Location and the Seen at Setting set as columns.

- The second Summary Table is also for setting but includes the Event Month as a further group.

- The third Summary Table, based on Area, can be seen in this report, if a Setting, Postal Area, Super output Area or Custom Label has been selected for the **Living At** report option.

- The fourth Summary Table can be seen when the Living at option has been selected and includes the additional Event Month grouping.

A bar chart for the Setting by Theme and a bar chart for the Area by Theme are at the last two pages of the Summary View option.

Events (Reach) By Ethnicity Report

This report shows a count of individual Members who attended an Event Activity at the selected children's centre settings between the chosen Event Dates, by Ethnicity.

The report is grouped first by Living At (if this option has been selected), and then Registered at Setting followed by Theme. It does not include information on the Event Activities attended. Both Active and inactive Members within active and inactive Families are displayed in this report.

The report options are the same as for the Events (Reach) report.

Three settings based Summary Tables and one Living at Summary Table are included with this report.

- The first Summary Table is grouped by Ethnicity and Member Type with the setting information running horizontally across.

- The second Summary Table is by Setting and Ethnicity.

- The third is grouped by Ethnicity, Setting and then Member Type.

- The fourth Summary Table will only appear, if the Living at option has been selected as a report option. This Summary Table is simply grouped by Ethnicity with the chosen settings running horizontally across.

All the Summary Tables calculate a Reach total, which only counts an individual Member once even when they have visited several Event Activities over several children's centre settings.

The Setting and Area bar charts are by Ethnicity.

Events (Reach) by Outcome Report

This report shows a count of individual Members who have attended an Event Activity at the selected children's centre settings between the chosen Event Dates. It includes a column showing the Outcome Type of the Event Activity.

The report is grouped first by Living At (if this option has been selected), and then Registered at Setting followed by the Event Activity.

The subtotals show a Volume Count of Members who have attended all the Event Dates without (coloured blue) and with the Anonymous members who attended (coloured green). Both Active and inactive Members within active and inactive Families are displayed in this report.

The report options are the same as for the Events (Reach) report.

There is only one Summary Table for this report. It is grouped by Setting and Event Activity as rows with the Outcome Type and Outcome Descriptions horizontally.

Members Seen by Ethnicity Report

This report shows both Reach and Volume totals and percentages, for both Active and Inactive Members, seen within the selected Date Range.

The report is grouped by Living At, if selected, Seen at Setting and then Ethnicity.

The total number of active families registered within the setting is shown in the setting totals.

The report options before running the report are:

- Seen at Setting
- Living at: Setting/Postal Area/Super output Area/Custom Label
- Date Range (set against the Event Start and End Date)

Summary tables showing Reach totals exist for this report, the format depends on whether Living At has been selected.

Providers with Events (Basic) Report

This report shows both Reach and Event Volume totals, for both Active and Inactive Members and Families, seen within the selected Date Range.

The report is grouped by Seen at Setting, Provider and Event. The Care Workers associated with each Event are shown.

This report uses dropdowns that allow for multiple selections of Care Workers, Events and Providers.

The report options before running the report are:

- Seen at Setting
- Date Range (set against the Event Start and End Date)
- Care Workers
- Events
- Providers

Providers with Events (Detailed) Report

This report shows both Reach and Event Volume totals, for both Active and Inactive Members and Families, seen within the selected Date Range.

The report is grouped by Seen at Setting, Provider, Event and Family. The Care Workers associated with each Event are shown.

This report uses dropdowns which allow for multiple selections of Care Workers, Events and Providers.

The report options before running the report are:

- Seen at Setting

- Date Range (set against the Event Start and End Date)

- Care Workers

- Events

- Providers

Members Seen By Provider Report

This report shows Reach, Volume and Anonymous Volume totals, where appropriate, for both Active and Inactive Members, seen within the selected Date Range.

The report is grouped by Report Type. The report options before running the report are:

- Seen at Setting

- Date Range (set against the Event Start and End Date)

- Providers

The Report shows totals for Family Breakdown, Ethnicity, disabilities/Special Needs, Teenage Parents, Lone Parents, Settings and Age Range of Children.

Members Seen By Provider and Setting Report

This report shows Reach, Volume and Anonymous Volume totals, where appropriate, for both Active and Inactive Members, seen within the selected Date Range.

The report is grouped by Seen at Setting.

The report options before running the report are:

- Seen at Setting

- Date Range (set against the Event Start and End Date)

The Report shows totals by setting for the following categories: Children Seen, Carers Seen, Families Seen, Fathers Seen, Carers with Disabilities Seen, Children with Disabilities Seen, Lone Parents Seen, Teenage Parents Seen and Ethnic Minorities Seen.

08 | **Non Attendance Category**

Children Not Seen Report

This report shows the number of individual Children who have **not** attended an Event Activity within the Date Range. Only Children who are active, with an active Family status, can be seen in this report.
The Date Joined and DOB fields of the Child need to be filled in for this report.
The report is grouped by Living At (if this option has been chosen), followed by Seen at Setting.

The report options are:

- Seen at Setting

- Living at: Setting/Postal Area/Super output Area/Custom Label

- Date Range (set against the Start and End Date)

- Disabled

- Ethnicity

- Gender

- Age (by year or month) set to 0 – 4 years by default. See Age of Children on *page 2*.

- Contact Info

  - If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.

  - If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)

- Consent Given

It includes two Summary Tables that count the number of individual Children who have not attended an Event Activity and they are either by setting or Area (Living At). The Area Summary Table will only show if the **Living At** option has been selected.
The main total of the Summary Table calculates a distinct count of one individual member at a setting or Area, hence the number can vary from manually adding up the subtotals.

Carers Not Seen Report

This report shows the number of individual Carers who have not attended an Event Activity within the Date Range. Only Carers who are active with an active Family status can be seen in this report. The Date Joined field of the Carer must be filled in for this report to appear. The report is grouped by Living At (if this option has been chosen), followed by Seen at Setting.

The report options are:

- Seen at Setting

- Living at: Setting/Postal Area/Super output Area/Custom Label

- Date Range (set against the Event Start and End Date)

- Disabled

- Ethnicity

- Gender
- Relationship to Child
- Teenager (less than 20 years at the Event Date)
- Parent
- Lone Parent
- Currently **Smoking**
- Contact Info
  - If the **Contact Info | Yes** radio button is selected, the report includes contact addresses and numbers in addition to the selected report output.
  - If the **Contact Info | Mail Merge (contacts)** radio button is selected, the report is a basic mail merge including contact addresses and numbers, but without additional personal information (**Date Joined**, **Ethnicity**, **Family ID** etc.)
- Consent Given

It includes two Summary Tables that count the number of individual Carers who have not attended an Event Activity. These are by Setting and Area (Living At).

The Area Summary Table will only show if the Living At option has been selected as a report option.

The main total of the Summary Table calculates a distinct count of one individual member at a setting or Area. Hence, the number can vary from manually adding up the subtotals.

Appointments Missed

This report shows the Appointments missed by Carers and Children. It displays the Event Activity Name and Event Date. The Count of Appointments missed includes all the times Carers or Children have not attended an Event Activity that they have been registered on within the selected Event Date Range.

The report options are:

- Seen at Setting
- Living at: Setting/Postal Area/Super output Area/Custom Label
- Date Range (set against the Event Start and End Date)
- Member Type
- Disabled
- Ethnicity
- Gender

It includes two Summary Tables that count the number of times Carers or Children have not attended an Event Activity and they are either by Setting or Living At. The second Summary Table (by Area) will only show if the **Living At** option has been selected.

Mothers Not Seen

This report shows the number of Mothers who have not attended an Event Activity for which they were registered. The Events all took place during the first two months after the birth of their Child. It will only show the Mothers who are active and also have an Active Family status.

The report is grouped by Living At (if this option has been chosen), followed by Seen at Setting.

The report options are the same as for the Carers Not Seen report.

It includes two Summary Tables that count the number of individual Mothers who have not attended an Event Activity, by **Setting** and by **Area** (Living At).
The Area Summary Table will only show if the **Living At** option has been selected. The main total of the summary table calculates a distinct count of one individual member at a setting or area, hence the number can vary from manually adding up the subtotals.

Children Who No Longer Attend Their Registered/Affiliated Setting

This report shows Children who have not attended a setting to which they are registered or affiliated.

For each setting it reports all children who are registered or affiliated, and who have not attended any course or event in the last 90 days. Only children who were registered or affiliated more than 89 days ago will be reported.

The report can be run for a single setting, multiple settings or for all settings.

The report can be run for active Children only, inactive Children only, or both active and inactive Children. If both active and inactive are chosen, a column is included on the report to show whether the Child is active or not.

The report has a summary mode that will show the number of absent Children at each setting.

⚠ *The information on the Registration and Affiliations Details page is used to determine whether a Child is registered or affiliated to a setting, and when that registration/affiliation started.*

Carers Who No Longer Attend Their Registered/Affiliated Setting

This report is the same as for Children Who No Longer Attend Their Registered/Affiliated setting (see above), but it is for Carers

This report shows Carers who have not attended a setting to which they are registered or affiliated.

For each setting it reports all Carers who are registered or affiliated, and who have not attended any course or event in the last 90 days. Only Carers who were registered or affiliated more than 89 days ago will be reported.

The report can be run for a single setting, multiple settings or for all settings.

The report can be run for active Carers only, inactive Carers only, or both active and inactive Carers. If both active and inactive are chosen, a column is included on the report to show whether the Child is active or not.

The report has a summary mode that will show the number of absent Carers at each setting.

⚠ *The information on the Registration and Affiliations Details page is used to determine whether a Carer is registered or affiliated to a setting, and when that registration/affiliation started.*

09 | **Pregnancy & Birth Category**

Pregnant Teenagers Now Registered Report

This report gives a list of Pregnant Teenagers registered in the selected setting or settings from the date the report is run. Information will only be included if both the Pregnant Teenager and the Family are active.

It is grouped by Living at (if it has been chosen), and then Registered at Setting.

The Contact Address Information with Contact Numbers can be seen with the Pregnant Teenager information when the **Yes** radio button has been selected for Contact Info. Otherwise, the Mail Merge option will show only the Contact Address information.

The report options are:

- **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include children with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

> **IMPORTANT NOTE:** *For more information on using priority groups, see* Priority Groups *on page* 1*.*

- **Age**: Select **Full Years** or **Years and Months**. See Age of Children on *page 2*.

- **Include Carers with no DOB** (check box)

- **Parent** (check box)

- **Currently Smoking** (check box)

- **Lone Parent** (check box)

- **Consent Given**: Select **Yes**, **No** or **All**.

A setting based summary table and bar chart are included with this report.

An area based summary table and bar chart can be seen if one of the options has been selected for living at.

The main total of the summary table calculates a distinct count of one individual pregnant teenager at a setting or area. The total of each setting calculates a reach count of each pregnant teenager. If a pregnant teenager's family is affiliated to two other settings, then this will still be counted as one pregnant teenager for the total, representing all settings.

Pregnant Women Seen (Reached) Report

This report shows the number of individual Pregnant Women seen at the selected children's centre settings within the chosen Date Range.

The report is grouped first by Living At, if this option has been selected, then Registered at Setting. It does not include information on the Event Activities attended. Both Active and Inactive Pregnant Women who have attended an Event Activity are displayed.

The Contact Address information with Contact Numbers can be seen with the Carer information if the **Yes** radio button has been selected for Contact Info. Otherwise, the Mail Merge option will show only the Contact Address information.

The report options are:

- **Seen at Setting**: Select the settings on which you wish to report, selecting the **Include Inactive Settings** check box if required. Use Shift + click or Ctrl + click to multi-select.

- **Living at**: Select **No Selection**, **Setting**, **Post Area**, **Super Output Area** or **Custom**.

- **Date Range**: Enter the **From** and **To** dates.

- **Disabled/SpecialNeed**: Select this check box to include children with a recorded disability.

- **Ethnicity**: Select the required ethnicities.

- **Priority Groups**: Select combinations of groups and reasons to limit the report to only include families to which the selected group/reason combination apply. The available groups are **In Greatest Need**, **Workless Household**, **Hard to Reach**, **Custom Label**.

> *IMPORTANT NOTE: For more information on using priority groups, see* [Priority Groups](#) *on page* 1.

- **Age**: Select **Full Years** or **Years and Months**. See [Age of Children](#) on *page 2*.

- **Include Carers with no DOB** (check box)

- **Teenager** (check box)

- **Parent** (check box)

- **Currently Smoking** (check box)

- **Lone Parent** (check box)

- **Consent Given**: Select **Yes**, **No** or **All**.

- **Activities**: Select **All**, **Event Reporting Group**, **Group**, **Events**, **Provider**, **Location**, **Theme**, **Outcome Types** or **Access Groups**.

A summary table of carers seen from the registered settings is included in this report.

An Area Summary Table can be seen in this report if a Setting, Postal Area, Super Output Area or Custom Label has been selected for the **Living At** report option.

The main total of the summary table calculates a distinct count of one individual member at a setting or area, therefore the number can vary from manually adding up the subtotals. The bar chart displays the reach subtotals for each setting but not the reach setting total.

Births of Children Report

This is a short cut to the same report available in the **Children** category.

Birth of Children by Weight Report

This is a short cut to the same report available in the **Children** category.

10 | Breast Feeding Category

Record of Breast Feeding Report

This report displays the information of each mother with her Child and also shows five columns of information (Breastfed at Birth, at six weeks, at three months, at six months and at one year).

The Contact Address information with Contact Numbers can be seen with the mother's information, when the Yes radio button has been selected for Contact Info. Otherwise, the Mail Merge option will show only the Contact Address information.

The report is grouped by Living at (if it has been chosen), then Registered at Setting.

It includes a count of individual mothers for each setting as well as each Area, and a general count of how many Children have been breastfed in the various periods after the birth.

11 / Health Category

Smoking Record Report

This report shows all the Carers with their Smoking Information, if they have ever smoked, within the Registered settings. If the **Smoking** check box is selected, this indicates that the Carer is still currently Smoking. There is a check box report option to only show current Smokers of the chosen Registered at Setting or Settings. Additional Notes in the Smoking history can also be seen in this report.

The information is grouped first by Living at (if this has been selected), then Registered at.

The report options are:

- Seen at Setting/Registered at Setting
- Living at: Setting/Postal Area/Super output Area/Custom Label
- Disabled
- Ethnicity
- Gender
- Relationship to Child
- Teenager (less than 20 years at the Event Date)
- Parent
- Lone Parent
- Currently Smoking
- Pregnant
- Consent Given

The Totals are a Reach count, which means that an individual Carer is only counted once.

Births of Children by Weight Report

This is a short cut to the same report available in the **Children** category.

12 | **Careworker Category**

Careworkers and Events (Reach) Report

This report is grouped by Seen at a children's centre setting and the events attended by the Careworker as well as which members have attended.

The subtotal under the Event Activity that the Careworker instructed or participated in shows how many times it has occurred e.g. Baby Yoga over 6 weeks would be 6 times for this Event Activity. It also shows how many different members the Careworker has reached in a setting as well as amongst all the settings that they worked at.
This report is first grouped by Careworker and then by Registered at Setting.
The report options are:

- Seen at Setting

- Living at: Setting/Postal Area/Super output Area/Custom Label

- Date Range (set against the Event Start and Event End Date)

- Careworker Surname (can enter the first few letters of a surname)

- Activities: Event Reporting Group/Group/Event/Provider/Location/Theme/Outcome Type/Access Group

If many care workers work for a setting, then a surname (complete or in part) can be entered as a report option to narrow down the output.

Careworkers and Events (Volume) Report

This report is grouped by Seen at a children's centre setting and the events attended by the Careworker as well as which members have attended.

The subtotal under the Event Activity that the Careworker instructed or participated in shows how many times it has occurred e.g. Baby Yoga over 6 weeks would be 6 times for this Event Activity. It also shows how many members the Careworker has reached in a setting as well as amongst all the settings that they worked at. For this report it is a **Volume** count of Members, so if a Member has attended several courses under the same Careworker over several weeks, then it will be counted as one for each time.

This report is first grouped by Careworker and then by Registered at Setting. The report options are the same as for the Careworkers and Events (Reach) report.

Careworkers and Events Summary (Reach) Report

This report shows the Summary Table immediately and is grouped by settings seen at, followed by the Careworker and then separated into New and Existing Carers or Children.

The report options are:

- Seen at Setting

- Living at: Setting/Postal Area/Super output Area/Custom Label

- Date Range (set against the Event Start and Event End Date)

- Activities: Event Reporting Group/Group/Event/Provider/Location/Theme/Outcome Type/Access Group

The Summary Table counts how many individual New and Existing Carers or Children have been seen at the setting for each Careworker. Carers and Children are classified as New when their own Joined Setting Date is the same as the given Start Date. The Date Range is based on the Start and End Event Date.

Careworkers and Events Summary (Volume) Report

This report shows the Summary Table instantly and it is grouped by settings seen at, followed by the Careworker and then separated into New and Existing Carers or Children.

The report options are:

- Seen at Setting
- Living at: Setting/Postal Area/Super output Area/Custom Label
- Date Range (set against the Event Start and Event End Date)
- Activities: Event Reporting Group/Group/Event/Provider/Location/Theme/Outcome Type/Access Group

The Summary Table counts how many times New and Existing Carers or Children have been seen for all the Event Activities at the setting for each Careworker. Carers and Children are classified as New when their own Joined Setting Date is the same as the given Start Date. The Date Range is based on the Start and End Date.

Careworkers and Hours worked at Events Report

This report shows how long Careworkers have spent within the selected Date Range on Event Activities for a particular setting. It also shows which members have attended the Event Activities.

The Event Duration needs to be entered in order for this report to give the time spent at each Event and setting for a Careworker.

This report has the same report option as the Careworkers and Events (Reach) Report.

The Summary Table counts how many times the Careworker has been at each Event. The Subtotal and the Main total count the number of different Event Dates.

Members and Hours spent at Events Report

This report shows how long Members have spent within the selected Date Range on Event Activities for a particular setting. It lists the Event Activities the Members have attended.

The Event Duration needs to be entered in order for this report to give the time spent at each Event and setting of a Member.

This report has the same report option as the Careworkers and Events (Reach) Report.

The Summary Table counts how many times the Member has been attended an Event. The Subtotal and the Main total count the number of times the Events have occurred.

13 / **Development Plan Category**

Dev. Plans & Due Dates Report

This report shows the Development Milestones of Children from the chosen setting and shows whether the Target Dates have been met. It also includes Late Reasons if this has been filled in. A Child's information will only show if the Child as well as the Family are both active.

The report is grouped by Development Plan followed by its Milestones. The Information of the Children with their Milestones and the Due Dates of them can be seen. Various Milestones should have been met over the months for each Child. The Date Range entered works out the Milestones that should occur for the Children. Children with a Development Plan and due Milestones registered to the setting will appear in this report.

This report includes one Summary table and it shows the Completed status of each Milestone within the Date Range given.

The report options are:

- Registered at Setting

- Date Range (set against the Start and End Date)

- Ethnicity

- Gender

This report includes one Summary table, showing the Completed status of each Milestone within the Date Range given.

Care Workers working with Dev. Plan Targets Report

This report shows the Development Plan Milestones and their Due Dates of Children registered at the chosen setting for Care Workers. This helps with an overview of which Milestone Due Dates are scheduled for each Care Worker. A Child's information will only show if the Child as well as the Family are both active.

It displays a count of how many Milestones are due for each Care Worker.

The Development Plan needs to have a Care Worker assigned or it will appear under the unknown Care Worker grouping.

The report options are:

- Registered at Setting for the Children

- Date Range.

The Contact Address Information with Contact Numbers can be seen with the Child information if the **Yes** radio button has been selected for Contact Info. Otherwise, the Mail Merge option will show only the Contact Address information.

The total of the Summary Table calculates a distinct count for each individual Child. This means that if the Child has several Milestone targets due in the chosen Date Range then it will be counted only once. Hence, the number can vary from manually adding up the subtotals for this Reach type of Summary Table

14 / Sure Start Category

M3 (Registered at requested Settings) Report

This supplies information for the government's M3 (Monthly Reach Information, selected months only) return.

This report divides the information displayed as for either new or existing members and families registered in the chosen setting over five different summary tables. This report was created to run monthly for the government return.

- The first Summary Table does a count of how many registered Children were seen from the selected setting by their age.
- The second Summary Table shows these Children seen, divided by their Ethnicity.
- The third Summary Table is on various Female Carers seen.
- The fourth table is based on Families seen
- The fifth table is based on different Carers.

The report options are:

- Registered at Setting
- Event Date Range

This report also gives a count of births of babies in the Date Range.

M3 (Seen at requested Settings) Report

This supplies information for the government's M3 (Monthly Reach Information, selected months only) return.

This report divides the information displayed as for either New or Existing Members and Families seen in the chosen setting over five different Summary Tables. This report was created to run monthly for the government report.

- The first Summary Table does a count of how many registered Children were seen from the selected setting by their age.
- The second Summary Table shows these Children seen divided by their Ethnicity.
- The third Summary Table is on various Female Carers seen.
- The fourth table is based on Families seen
- The fifth table is based on different Carers.

The report options are:

- Seen at Setting
- Event Date Range

M7 Report

This report shows numerous targets that are required for the annual government return.

The report options are:

- Registered at Setting

- Event Date Range

NCH Section 1 Report

The first part of the report shows numbers of members registered at the selected setting. Only active members are counted.

The report options are:

- Seen at Setting
- Event Date Range

The Summary Table on the left breaks down the Members seen by their Ethnicity groups and the right hand Summary Table is grouped by Age and Gender.

NCH Section 2 Report

This report shows information on Families who are active as well as referrals made to the setting. The report options are:

- Seen at Setting
- Event Date Range

15 | **Custom Fields Category**

Custom Report

This report displays information about Children, Carers and Families grouped by Registered at Setting, the Member Type and the Custom Label. The report will also show if this is a Hard to Reach Label. Active and inactive Members and Families can be seen in this report.

The report options are:

- Registered at Setting
- Living at: Setting/Postal Area/Super output Area/Custom Label
- Member Type
- Ethnicity
- Gender
- Hard to Reach
- Custom Type Label
- Consent Given

A setting based Summary Table is included with this report.

An Area based Summary Table can also be seen, if one of the options has been selected for **Living At**.

The Summary Tables are grouped by Setting, Member Type and Custom Labels. The total carries out a normal count of Members within each Custom Label i.e. if a Carer appears in three different Custom Labels then it will be three.

16 / **Hard to Reach Reports Category**

Hard to Reach Report

The report displays information about Children, Carers and Families grouped by Registered at Setting, the Member Type and the Custom Label. Active and inactive Members and Families can be seen in this report.

The report only shows Hard to Reach Labels and does not include any Subtotals or Summary Tables.

The report options are:

- Registered at Setting
- Living at: Setting/Postal Area/Super Output Area/Custom Label
- Member Type
- Ethnicity
- Gender
- Hard to Reach

17 | **Events by Aims Category**

Event Type Report

This report shows what Event Aims have been set up for Event Activities catering for Carers. It also displays which Event Group the Event Activity is linked to.

The report options are:

- Registered at Setting
- Event Date Range
- Activities: Event Reporting Group/Group/Event/Provider/Location/Theme/Outcome Type/Access Group

Two Summary Tables are included in this report. One is grouped by setting and Event Aims and the second one also includes the Event Group.

Children Reach Report

This report shows the Event Aims that have been set up for the Event Activities that Children have attended. It also displays which Event Group the Event Activity is linked to. Active and inactive Children will appear in this report.

The report options are the same as for the Event Type Report, above.

Two Summary Tables are included in this report. One is grouped by setting and Event Aims and the second one also includes the Event Group.

Children Volume Report

This report shows the Event Aims that have been set up for the Event Activities that Children have attended. It also displays which Event Group the Event Activity is linked to and the Event Date.

The report options are the same as for the Event Type Report, above.

Two Summary Tables are included in this report. One is grouped by setting and Event Aims and the second one also includes the Event Group. It does a count of every time a Child has attended an Event Activity with an Aim.

18 | **Audit Log Reports**

Audit Log

Only Users set as Console Managers are able to access the Audit Logs category and Audit Log report.

This report shows a New Value changed or added by a User on the Family, Carer or Child screens.

The Log Type dropdown option before running the report allows the report to display only Audited, Accessed or All information.

The **Audit** section of the report is grouped by the User who has made changes to the Family screens. It lists the Family ID and Date/Time when the audit occurred along with the name of the field and the previous and new value.

The information displayed for the **Access** section will only list the Family ID and Date/Time when the search occurred. It is also grouped by User.

The report options before running the report are:

- Seen at Setting
- Date Range (set against which Start and End Date)
- Log Type
- User Name

19 / **Profile Reports**

These reports show high level Reach and Volume Members Seen totals and Event Types and Events Held totals, for a number of measures and is presented in a table format.

There are two types of reports:

■ Annual - for a selected Year Type (Calendar, Financial, Academic) against the calculated previous Year.

■ Quarterly – for a selected Quarter Range against the calculated previous quarter of the same year and the corresponding quarter in the previous year.

The results are grouped by Centre, with a Summary option available. The Summary Reach totals are NOT the sum of the Centre Reach totals, but have been calculated as the overall Reach totals, i.e. a Member that has attended both Centre 1 and Centre 2 within the quarter will only be counted as one, this is the same with the Event Type totals where the same event takes place at multiple centres

Both Active and Inactive Members are reported.

The following Measures are reported, if the data is available, where there is no data for a centre the report will inform the user:

■ Total Number of Events Held in

■ Total Number of Weekday (Daytime) Events Held in

■ Total Number of Weekend Events Held in

■ Total Number of Weeknight Events Held in

■ Total Number of Families Joining (Registering) in

■ Total Number of Families Joining (Affiliating) in

■ Members Seen - Volume (All)

■ Members Seen - Volume Carers

■ Members Seen - Volume Children (No DOB recorded)

■ Members Seen - Volume Children Under 5

■ Members Seen - Volume Children 5 - 18 yrs

■ Members Seen - Reach (All)

■ Members Seen - Reach Carers (All)

■ Members Seen - Reach Carers (Female)

■ Members Seen - Reach Carers (Male)

■ Members Seen - Reach Carers (No Gender recorded)

■ Members Seen - Reach Carers with Special Needs

■ Members Seen - Reach Carers - Fathers

■ Members Seen - Reach Carers with Disability

■ Members Seen - Reach Carers Employed

■ Members Seen - Reach Carers Unemployed

■ Members Seen - Reach Carers Lone Parent

- Members Seen - Reach Carers Teenage Mothers or Pregnant Teenagers

- Members Seen - Reach Children (No DOB recorded)

- Members Seen - Reach Children Under 5

- Members Seen - Reach Children 5 - 18 yrs.

- Members Seen - Reach Children in Workless Households

- Members Seen - Reach Children in BME Groups

- Members Seen - Reach Children with Disability

- Members Seen - Reach Children with Disabled Parents

- Members Seen - Reach Children with Special Needs

- Members Seen - Reach Children with Parents with Special Needs

The report options before running the report are:

- Seen at Setting

- For Annual
  - Year Type
  - Year Range

- For Quarterly
  - Quarter Range
  - Year

***Note**:*

Select the Quarter you wish to report as "This Quarter". The "Previous Quarter" and "This Quarter Previous Year" Dates will be calculated automatically.

Select the Year range you wish to report as "This Year". The "Last Year" will be calculated automatically.

The tables containing affiliation details were added in 2009; this report will not be able to calculate the Previous Quarter details until such time as the tables contain the relevant data for inclusion in the report.

Affiliation totals are not included in the Summary report as these are setting specific.

Disability, Special Needs, Lone Parent, Workless Household and Employed Status for the Carer and Child are the current status for the Member concerned, not necessarily their status in the Previous or Last Year's Quarter.

Ages are calculated between the Date of Birth and the Event Date. It is possible that a Child having their 5th birthday within a quarter would appear in both the Reach Children Under 5 and Reach Children 5 – 18 Years totals, if the Child attended Events prior to and after their 5th birthday.

Profile Outcomes Reports

These reports show high level Reach and Volume Members Seen totals and Event Types and Events Held totals, by Outcome Types and Individual Member Outcomes, for a number of measures and is presented in a table format.

There are two types of reports:

- Annual - for a selected Year Type (Calendar, Financial, Academic) against the calculated previous Year.

- Quarterly – for a selected Quarter Range against the calculated previous quarter of the same year and the corresponding quarter in the previous year.

The results are grouped by Centre, Outcome Category and Outcome Type. A Summary option is available. The Summary Reach totals are NOT the sum of the Centre Reach totals, but have been calculated as the overall Reach totals, i.e. a Member that has attended both Centre 1 and Centre 2 within the quarter will only be counted as one.

Both Active and Inactive Members are reported.

The following Measures, by Quarter and Outcome Type are reported, if the data is available:

- Number of Event Types held
- Number of Events held
- Reach (All) at Events
- Reach (Carers) at Events
- Reach (Children) at Events
- Volume (All) at Events
- Volume (Carers) at Events
- Volume (Children) at Events
- Volume (Anonymous) at Events

The following Individual Outcomes are also reported, if the data is available:

- Carers
- Children

The report options before running the report are:

- Seen at Setting
- For Annual
  - Year Type
  - Year Range
- For Quarterly
  - Quarter Range
  - Year

Note:

Select the Quarter you wish to report as "This Quarter". The "Previous Quarter" and "This Quarter Previous Year" Dates will be calculated automatically.

Select the Year range you wish to report as "This Year". The "Last Year" will be calculated automatically.

Profile Themes Reports

These reports show high level Reach and Volume Members Seen totals and Event Types and Events Held totals, by Themes, for a number of measures and is presented in a table format.

There are two types of reports:

- Annual - for a selected Year Type (Calendar, Financial, Academic) against the calculated previous Year.
- Quarterly – for a selected Quarter Range against the calculated previous quarter of the same year and the corresponding quarter in the previous year.

The results are grouped by Centre and Theme. A Summary option is available. The Summary Reach totals are NOT the sum of the Centre Reach totals, but have been calculated as the overall Reach totals, i.e. a Member that has attended both Centre 1 and Centre 2 within the quarter will only be counted as one.

Both Active and Inactive Members are reported.

The following Measures, by Theme are reported, if the data is available:

- Number of Event Types held
- Number of Events held
- Reach (All) at Events
- Reach (Carers) at Events
- Reach (Children) at Events
- Volume (All) at Events
- Volume (Carers) at Events
- Volume (Children) at Events
- Volume (Anonymous) at Events

The report options before running the report are:

- Seen at Setting
- For Annual
  - Year Type
  - Year Range
- For Quarterly
  - Quarter Range
  - Year

> **Note**:
>
> Select the Quarter you wish to report as "This Quarter". The "Previous Quarter" and "This Quarter Previous Year" Dates will be calculated automatically.
>
> Select the Year range you wish to report as "This Year". The "Last Year" will be calculated automatically.

Profile Access Groups Reports

These reports show high level Reach and Volume Members Seen totals and Event Types and Events Held totals, by Access Groups, for a number of measures and is presented in a table format.

There are two types of reports:

- Annual - for a selected Year Type (Calendar, Financial, Academic) against the calculated previous Year.
- Quarterly – for a selected Quarter Range against the calculated previous quarter of the same year and the corresponding quarter in the previous year.

The results are grouped by Centre and Theme. A Summary option is available. The Summary Reach totals are NOT the sum of the Centre Reach totals, but have been calculated as the overall Reach totals, i.e. a Member that has attended both Centre 1 and Centre 2 within the quarter will only be counted as one.

Both Active and Inactive Members are reported.

The following Measures, by Theme are reported, if the data is available:

- Number of Event Types held
- Number of Events held
- Reach (All) at Events
- Reach (Carers) at Events
- Reach (Children) at Events
- Volume (All) at Events
- Volume (Carers) at Events
- Volume (Children) at Events
- Volume (Anonymous) at Events

The report options before running the report are:

- Seen at Setting
- For Annual
  - Year Type
  - Year Range
- For Quarterly
  - Quarter Range
  - Year

> **Note**:
>
> *Select the Quarter you wish to report as "This Quarter". The "Previous Quarter" and "This Quarter Previous Year" Dates will be calculated automatically.*
>
> *Select the Year range you wish to report as "This Year". The "Last Year" will be calculated automatically.*

Profile Groups Reports

These reports show high level Reach and Volume Members Seen totals and Event Types and Events Held totals, by Groups, for a number of measures and is presented in a table format.

There are two types of reports:

- Annual - for a selected Year Type (Calendar, Financial, Academic) against the calculated previous Year.
- Quarterly – for a selected Quarter Range against the calculated previous quarter of the same year and the corresponding quarter in the previous year.

The results are grouped by Centre and Theme. A Summary option is available. The Summary Reach totals are NOT the sum of the Centre Reach totals, but have been calculated as the overall Reach totals, i.e. a Member that has attended both Centre 1 and Centre 2 within the quarter will only be counted as one.

Both Active and Inactive Members are reported.

The following Measures, by Theme are reported, if the data is available:

- Number of Event Types held
- Number of Events held

- Reach (All) at Events
- Reach (Carers) at Events
- Reach (Children) at Events
- Volume (All) at Events
- Volume (Carers) at Events
- Volume (Children) at Events
- Volume (Anonymous) at Events

The report options before running the report are:

- Seen at Setting
- For Annual
  - Year Type
  - Year Range
- For Quarterly
  - Quarter Range
  - Year

Note:

Select the Quarter you wish to report as "This Quarter". The "Previous Quarter" and "This Quarter Previous Year" Dates will be calculated automatically.

Select the Year range you wish to report as "This Year". The "Last Year" will be calculated automatically.

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20 / **UNA Reports**

UNA Report (Latest Assessment)

The UNA report requires a valid Family ID for a Family which has had at least one UNA created. It only shows the Question Items selected from the latest UNA. The report also gives details of the Family (see Figure 1).

The UNA of Family by SCI (Social Capital Index) Scores report is similar to the this report but only shows the selected SCI Question Items from the Carer UNA of the Family. The last page also shows the SCI Scores with Classification of all the Carer UNAs in the Family. The Score Type name must contain **SCI** and the Score Details Classification must be set up for this last page to be displayed.

Member	Membertype		Gender	Language	Health Visitor at last assessment	Date of last asseesment	Data inputters name
Family						04/02/2008	D
D M	Carer	Mother	Female	Chinese (Cantonese)		18/05/2009	N
D M	Carer	Father	Male			08/04/2009	N

Family Name: M	Family ID: I*******	Firstnames:			
GP Name: Dr. M N		D	D		
House number: 17	Street: C Close				
Town: D	County:				
Contact Number: 07	Postcode: Z	**DOB**	10/7/72	9/2/69	
Email Address:		**Family**	Adult	Adult	Child

Emotional Wellbeing

Depression	Suffered Serious Depressive Illness			✔
Mental Health	Sleep Problems			✔

Figure 1 UNA (Latest Assessment) Report output

UNA Blank Form Report

UNA Blank Form Report requires a valid Family ID inserted into the Family ID field and the Blank Form check box should be selected. This will then display the information about the Family and Members at the top of the report with a list of UNA question items below. If only the Family ID has been entered then the same Family information can be seen at the top with the same UNA question items as well as the latest UNA question items that have been selected by the Family and Family Members. Use the UNA report (this is the first one in the UNA Category) for showing the same information without any UNA question items.

Figure 2 UNA Blank Form Report output (NB this screenshot contains some scrambled data)

UNA by SCI (Social Capital Index) Report

The UNA by SCI (Social Capital Index) report displays information from the Carers of each UNA with Scores and Classification, who are registered at a children's centre setting within the UNA Creation Date Range (Figure 3).

Figure 3 UNA by SCI Scores

There is an added option to also narrow down the search with **Living at**, which can be by Setting, Postcode, Super Output Area or even Custom Labels. Should Super Output have been selected as well for the Report Option, then the IMD and IDACI Ranking and Score will be listed underneath the Super Output Area, if they have been entered (Figure 4). The Score Type name includes the SCI and the Score Details Classification must be set in order for data to be displayed on this report. SCI is not included in other Score Type names. The maximum score a UNA with SCI Question Items can obtain is 100.

Figure 4 UNA by SCI Scores Report output

UNA by Smoking Score Report

For the UNA by Smoking Score report (Figure 5), you need to have chosen the Registered at children's centre setting and the UNA Creation Date Range selection before running the report. **Living at** is an optional choice. The Score Type name needs to include the word **Nicotine** and the Score Details Classification must be set in order for data to be displayed on this report; therefore "Nicotine" must not be included in other Score Type names. The report shows the

Score and Classification of each UNA answered by the Carer and the Creation Date of the UNA can be seen next to the Score. The highest score that can be obtained is 10.

UNA by Smoking (Nicotine Dependency) Scores & Classification

Registered at: 11 and 7
Area lived in: N/A (None selected)
UNA Creation Date between 26/02/2009 and 26/05/2009
Registered at Setting: 11
Score Type: Nicotine Dependence (Smoking)

Family ID	Member ID	Name		UNA Created Date	Smoking Score of UNA	Addiction Classification
A	A	L	A	14/05/2009	10	Heavy
A	A	G	A	20/05/2009	1	Mild
A	A	G	A	20/05/2009	3	Mild
		Count of Families:	3		Count of Members: 3	
		Count of individual Families:	1		Count of individual Members: 2	

Registered at Setting: 7
Score Type: Nicotine Dependence (Smoking)

Family ID	Member ID	Name		UNA Created Date	Smoking Score of UNA	Addiction Classification
I	I	C	S	02/04/2009	7	Heavy
I	I	P	S	02/04/2009	3	Mild
I	I	D	M	08/04/2009	1	Mild
I	I	A	C	15/05/2009	1	Mild
I	I	J	A	16/05/2009	3	Mild
I	I	B	M	18/05/2009	1	Mild
I	I	B	T	18/05/2009	1	Mild
I	I	B	F	19/05/2009	2	Mild
I	I	A	T	19/05/2009	4	Moderate
I	I	B	M	19/05/2009	4	Moderate
		Count of Families:	10		Count of Members: 10	

Figure 5 UNA by Smoking Score Report output

UNA by Overweight Score Report

For the UNA by Overweight Score (Figure 6) you need to choose the Registered at children's centre setting and the UNA Creation Date Range before running the report. **Living at** is an optional choice. The Score Type name needs to include the word **Overweight** and the Score Details Classification requires to be set in order for data to be displayed on this report, therefore "Overweight" must not be included in other Score Type names.

The maximum score a UNA with Overweight Question Items can obtain is 10 for each Family. It can, however, exceed 10 should the UNA Creation Date Range be wide and many UNAs with Likelihood of being Overweight Question Items selected for the UNAs. There are currently 10 Question Items that can count towards the Likelihood of being Overweight. Members can select

one or many Question Items under Depression and these will only count as 1 whether all or one has been selected. The same applies to Mental Health. All the other 8 are counted as 1.

Figure 6 UNA by Likelihood of being Overweight Scores Report output

UNA Score Types Report

The UNA Score Types report (Figure 7) shows members grouped under their Registered Setting and Score Type. It also displays the UNA Creation Date although this is not given as a Date Range option before running the report. Living at (Setting, Postcode, Super Output Area or Custom Label) can be selected before running the report. It is also possible to see the Address Contact Information of the Family by choosing **Yes** under Contact Info before running the report. The Classification of the Score Type can be seen, if it has been filled in, otherwise it will be just

blank next to the score. The Score is simply a sum from the selected items assigned for the Score Type.

The Score Type of Likelihood of being Overweight is not included in this report - you should run the UNA by Overweight Scores report if you wish to see information for that Score Type.

Figure 7 UNA Score Types Report output

Completed UNAs Report

The Completed UNAs report (Figure 8) shows completed UNAs by Template Type with information about the members. It also displays the UNA Creation Date and Completed Date. The UNA has to have a Completed Date for it to be listed in this report. Living at (Setting, Postcode, Super Output Area or Custom Label) can be selected before running the report. It is

also possible to see the Address Contact Information for the Family by selecting **Yes** under Contact Info before running the report.

Figure 8 Completed UNAs Report output

Completed UNA Items Report

The UNA Items report ([Figure 9](#)) show the Members who have answered selected Question Items in their UNAs. These items will have been chosen before running the report e.g. if you select a **Registered at Setting** and then Under 5 A Day click **Never** and **Every Day**, the report will then show members who have answered these two options.

The report is grouped by Registered/Living At Setting and then the Template type followed by the Question Item. It can be seen whether Members of the same Family have answered the same Question Item.

Figure 9 UNA Items Report output

This report includes a Summary table ([Figure 10](#)) and it can be displayed via the Summary button in the report or the Summary Check Box when running the report.

Figure 10 UNA Items Report output - Summary

UNA Items by Carer Report

The UNA Items by Carers with % report ([Figure 11](#)) show two percentage calculations. It works out the percentage of Carers who have selected the Question Item, within their UNA Created Date, against the total number of Carers who have had UNAs created in the same Date Range of the chosen settings. The last column (in brown) calculates the percentage of Carers who have selected the Question Item against all the Carers in all the settings, with UNAs created in the selected Date Range.

Figure 11 UNA Items by Carers Report output

UNA Members with more than Three Addresses Report

The UNA Members with >3 Addresses report ([Figure 12](#)) records all members with either a Child or Carer UNA, who have moved address. This is logged when the Change Address option is selected within the Family Details and will only include the Family Address. The Move Date needs to be selected when entering a new address as this report will only pick up address changes with a Moving In date. The report is grouped by Registered at Setting and it is then sorted by age.

Figure 12 UNA Members with more than Three Addresses Report output

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