



Data & Improvement Tool Guidance

- How to access the tool
- How the site admin leads for each service can manage others access
- How to use the tool

A new platform has been developed to display results for the **Health & Justice Learning Disability and Autism project** in a user-friendly, interactive tool – the **Data and Improvement Tool (DIT)**.

The DIT is designed to show you a range of views, whether you want to drill down into the data or see a high-level summary of your results.

This guidance is intended to help you get started on using the DIT and its features.

How to access the DIT

All services will have a lead contact for this work (the 'site admin'), they will have already received an email inviting them to access the tool. Should additional users want access, they will need to register and the site admin person will approve this.

Registration

Access to the Data and Improvement Tool is available to all prison healthcare services and liaison diversion services participating in the Health & Justice Learning Disability and Autism project.

To gain access staff are required to complete a [registration form](#).

Following completion of the registration form:

- The user will be sent an email with a link to verify their email address.
- Once verified, a notification will be sent to their service's Site Admin(s) to approve or deny the request.

If access is granted:

- The user will receive an email with their log in details.

If access is denied:

- The user will automatically be sent an email notifying them of the denied access.



Please note: your organisation's Site Admin(s) will need to approve your account before you can log in.

Change your password

1. Once logged into Data and Improvement Tool, select your name in the top right-hand corner
2. Go to **Settings > Change password**
3. Enter your new password, then tap **Change Password**.

Reset your password

If you forget your password:

- Select the **Forgot password** link on the login page and enter your email address.
- You will receive an email with instructions to reset your password.

Alternatively, you can contact your organisation's Site Administrator(s) or the **Health & Justice Learning Disability Improvement Standards Support Team** for assistance.

nhsbn.healthjustice@nhs.net

Please do not register again if you already have an account.



How to manage access to the DIT (Site Admins)

This section outlines the process for a Site Admin(s) to manage (approve/decline) access to the Data & Improvement Tool.

Each organisation has a Site Admin(s) who is responsible for approving or declining account requests, resetting passwords, and removing users who no longer work at their service.

Who are the Site Admin Users?

Service submission leads have been automatically assigned as Site Admin Users. This can be changed if necessary. Additional Site Admin Users can be added by promoting current users.

What access do Site Admin Users get?

Site Admin Users are able to see the view named "**Users**". This enables the Site Admin to see who has access and pending access to the tool from their organisation. From this view, the Site Admin User is able to:

- Add Users
- Look at the details of the current users
- Accept and/or Decline pending requests to the tool

Managing Users

On the "Users" page, Admins can see all users with access to the Data and Improvement Tool from their service. Here, they can reset a user's password, which will send an email with the new log in details, and they can promote users to Site Admins, should they want more support verifying accounts.

To disable user accounts (e.g. they have left the organisation) **please contact the Support Team.**

Status	Name	Email	Job Title	Permissions	Organisation	Date added	Last login
- No results found -							



Admins can see a list of people who have requested an account and are yet to be approved, with their status showing as pending.

To grant a user access:

- Click on the user
- Choose the relevant project from the drop-down menu
- Assign project access.
- Select set permission

Once approved the user will receive their log in details via email and will be able to access the project findings.

You can decline a user request by selecting the red 'decline request' button.

Users will only gain access after they have verified their email address. If a user has not received their verification email, or their request has been pending for some time, Site Administrators can resend the verification email.



Edit User: Test_User Test

Account Password Two-Factor Authentication Resend Verification Email

Basic Information

Edit your name and contact information.

First Name

Last Name

Email

Job Title

Organisation

Permissions

Set the user's permissions for the programme and projects within it.

Administrator
 Allows the user full access to selected projects in the programme, and grants the ability to manage user accounts for their organisation.

Health & Justice Learning

Project Access
 Allows the user to view dashboards, explorers and data collections for the selected project.

How to use the DIT

Getting started

To get started on the new Health & Justice Learning Disability Improvement Standards Data and Improvement Tool, you will need a log in. Please see the [Access Guidance](#) for more information.

Once logged in:

- Select the **Projects** tab from the top-left of the home page.
- Choose the **Health & Justice Learning Disability Improvement Standards Data Explorer**.

Here, you can view your organisation's results alongside a national sample, explore charts one at a time, apply filters, and compare peer groups.

Findings presented in the DIT relate to prison healthcare services and liaison and diversion services only, reflecting full project rollout across these service types.



1. How to locate the charts:

Results here are split into service type and staff survey responses and then grouped by how the questions map to Learning Disability Improvement Standards and corresponding themes.

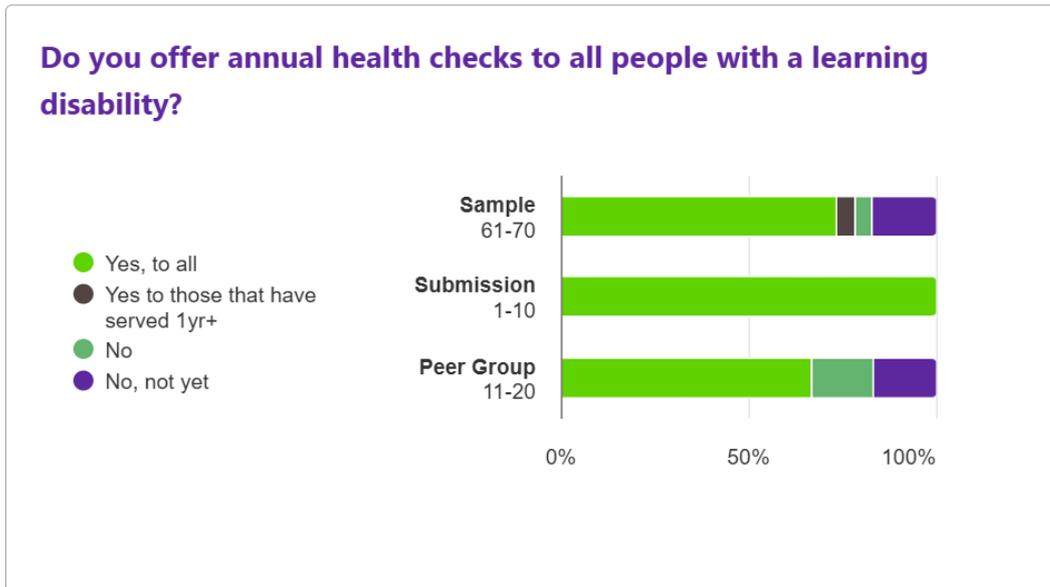
To begin with select your organisations service type at the top of the page. If you wish to review staff survey responses, then select the staff survey tab.

To view a chart, select a improvement standard from the navigation drop down, or using the square tiles on the screen. The charts mapped to that standard will then appear underneath the various measures.

The screenshot shows the web application interface for Learning Disability Improvement Standards. At the top, there is a navigation bar with links for 'About', 'News', 'Resources', 'Improvement Standards', and 'Guidance'. The user's name 'Alex Parry-Jones' is displayed on the right. Below the navigation bar, there is a purple header with a back arrow, the title 'Health & Justice Learning Disability Improvement Standards', and two dropdown menus for 'NHS Benchmarking Network' and '2025'. A secondary navigation bar below the header contains tabs for 'About', 'Prisons Healthcare' (which is selected), 'Liason & Diversion Services', and 'Staff Survey'. The main content area is divided into three columns. The left column is a sidebar with a search bar and a list of categories: 'Respecting and Protecting Rights' (expanded) and 'Inclusion and Engagement'. The middle column displays the 'Respecting and Protecting Rights' category with a 'Hide Groups' button and a list of measures: 'Screening and Patient Records', 'Clinical/Care Pathway', 'Reasonable Adjustments', 'Annual Health Checks', 'Patient Safety Incidents and Safegua...', 'LeDeR', 'STOMP & Inappropriate Over Prescri...', and 'Community Learning Disability and ...'. The right column displays two category tiles: 'Inclusion and Engagement' and 'Workforce', each with a 'Show Groups' button.



2. How to read the charts:



Displayed on each chart is the chart title. Each chart will display the results in up to three bars: **sample, submission, and peer**.

1. **Sample** - The sample bar will show the national average from all submissions across England from the service type you have selected at the top (i.e. prisons healthcare **or** liaison and diversion services).
 - Please note: Due to the nature of how the staff survey responses were collected the sample bar on the staff survey tab will show the national average from all submissions across all service types on the tool (i.e. prisons healthcare **and** liaison and diversion services)
2. **Submission** - The submission bar will show the result for your submission.
3. **Peer** - The peer comparison bar will only appear once you have selected a peer group. Peers are selected using the 'Compare data' drop-down menu.

For charts where you were asked to choose a response option, e.g. yes/no/NA, you can hover over the bar chart's coloured segments to display the answer option and result as a percentage.

The range shown under the bar title is the metric denominator, reported in bands of 10 in line with standard NHSBN disclosure practices to reduce the risk of identification.

Numerical Charts



For numerical charts:

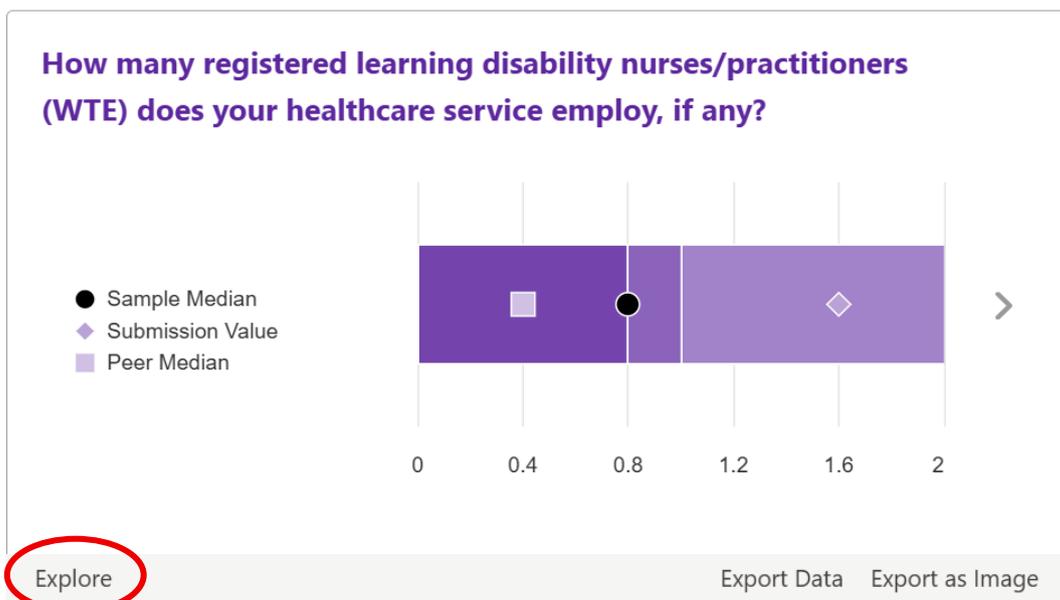
For numerical data:

- Bars are divided into quartiles, representing four equally sized groups of responses.
- This shows how responses are distributed and where most values are clustered.

Symbols used:

- **Black dot** – national (sample) median
- **Purple diamond** – your submission value
- **Purple square** – peer group median (if selected)

Hover over each symbol to view exact values.

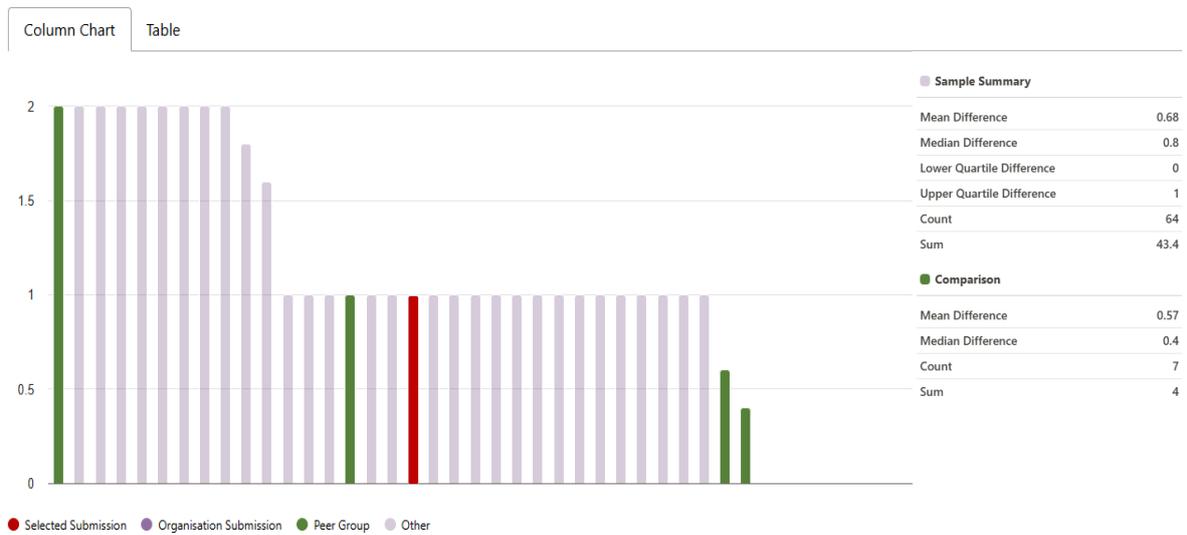


To gain further insights into the data we can select the explore button at the bottom left of a chart to enter the “explore” view. This view provides:

- A benchmarked bar chart with your submission highlighted
- Summary statistical information
- An option to view the data in table format

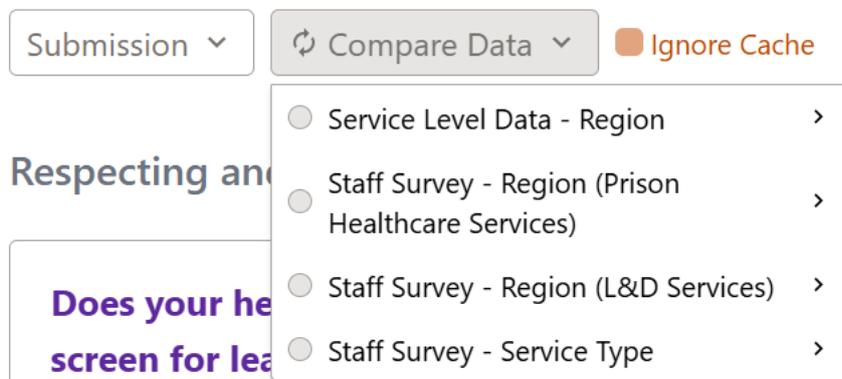


How many registered learning disability nurses/practitioners (WTE) does your healthcare service employ, if any?



Filtering by peer group

For the Health & Justice Learning Disability Improvement Standards Data & Improvement Tool there are four options on how you can filter your data by peer group:



1) Service Level Data – Region

- This is the only peer group filter currently available for the service level data.
- Use this to filter service level data charts by region

2) Staff Survey – Region (Prison Healthcare Services)

- This will filter the staff survey data by region and prison healthcare services

3) Staff Survey - Region (L&D Services)



- This will filter the staff survey data by region and liaison and diversion services

4) Staff Survey – Service Type

- This will filter the staff survey data by service type (either prison healthcare services or liaison and diversion services)

3. How to save/export the data

In the corners of the charts, there are buttons that allow you to export the data. You can use this to download the data and investigate it yourself in Excel to produce your own charts or alternatively you can export the charts as an image for use in your own reporting.



For further support, please contact the Health & Justice Learning Disability Improvement Standards Support Team via nhsbn.healthjustice@nhs.net