



# 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 **Learning Disability Improvement Standards (LDIS)** 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 Acute, Community and Mental Health NHS Trusts in England participating in the LDIS project. This includes organisations that provide universal services as well as those that provide specialist learning disability and autism services.

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:**

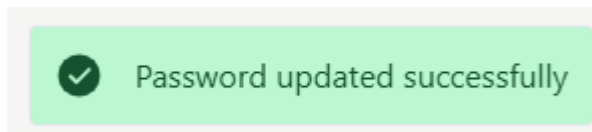
- The user will automatically be sent an email notifying them of the denied access.



**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**. A green message on the bottom right of the screen should pop up to confirm.



## 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 **LDIS Support Team** for assistance.

[nhsbn.nhsildsupport@nhs.net](mailto:nhsbn.nhsildsupport@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 project 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.**

Projects Documents **Users**

All Users 61 Add User

Filter

| Status | Name | Email | Job Title | Permissions | Date added | Last login |
|--------|------|-------|-----------|-------------|------------|------------|
|--------|------|-------|-----------|-------------|------------|------------|

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.

Status

Pending **Approve** Decline

Notify user of status change

### 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.

NHS England Learning Disa ✓

**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 LDIS 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 **NHS England Learning Disability Improvement Standards**.

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 all Acute, Community and Mental Health NHS Trusts in England participating in the LDIS project. This includes organisations that provide universal services as well as those that provide specialist learning disability and autism services, reflecting full project rollout across these service types.*

## 1. How to locate the charts:

Results here are grouped by how the questions map to Learning Disability Improvement Standards and corresponding themes.

To view a chart, select an 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. You may also type in keywords into the search bar, and all relevant charts will pop up.

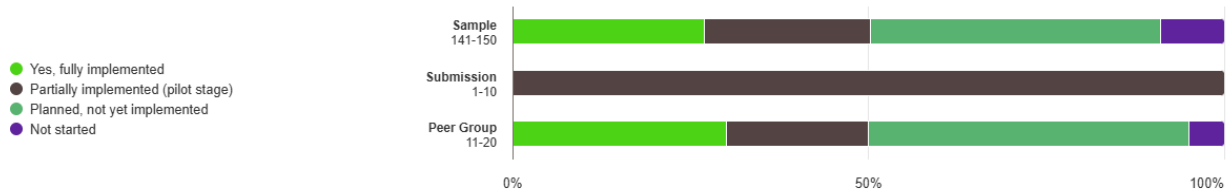
The screenshot shows the NHS England Learning Disability Improvement Standards Data Explorer interface. The top navigation bar includes a back arrow, the title "NHS England Learning Disability Improvement Standards", and buttons for "NHS Benchmarking Network" and "2025". Below the navigation bar, there are tabs for "About", "Data Explorer Year 8", "Registration", "Data Collection", and "Control Panel". The main content area is divided into a left sidebar and a main grid of tiles. The sidebar contains a search bar "Search all charts..." and a list of categories: "Context", "Respecting and protecting rights", "Inclusion and Engagement", "Workforce", and "Specialist Learning Disability Ser...". The main grid contains five tiles: "Context" (with a red box around the "Show Groups" button), "Respecting and protecting rights", "Inclusion and Engagement", "Workforce", and "Specialist Learning Disability Services".



## 2. How to read the charts:

### Has the Reasonable Adjustments Digital Flag been technically enabled in your electronic patient record (EPR) system?

Organisational Survey



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.
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. In the example above, it means your submission received between 91 and 100 responses to this specific question.

### **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.

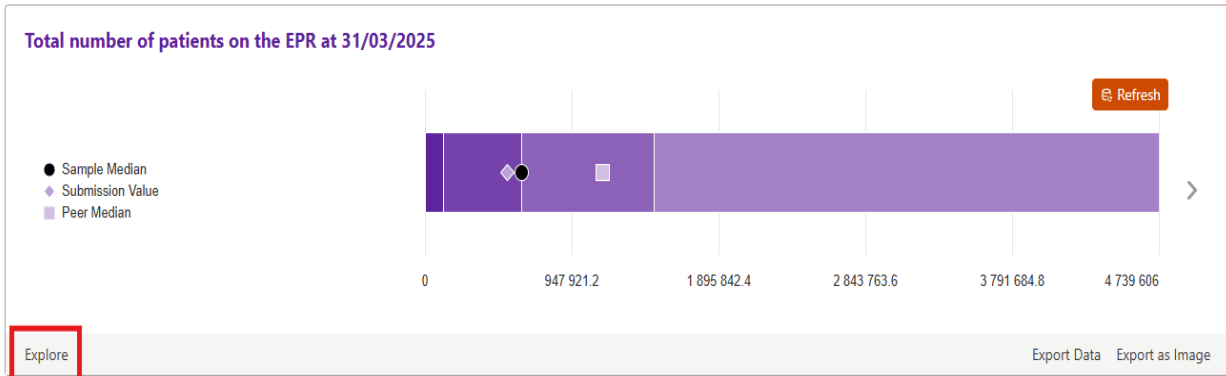
Symbols used:

- **Black dot** – national (sample) median
- **Purple diamond** – your submission value



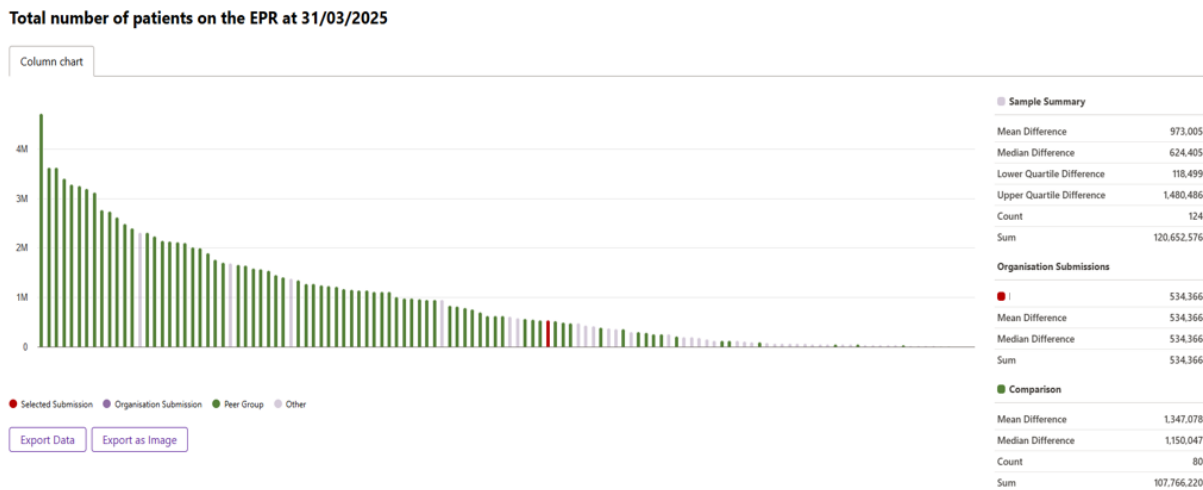
- **Purple square** – peer group median (if selected)

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



### **Filtering by peer group**

For the LDIS Data & Improvement Tool there are four options on how you can filter your data by peer group:



🔄 Compare Data ▾ ■ Ignore Cache

- POPULATION SERVED >
- REGION >
- SERVICE PROVIDER TYPE >
- SITE TYPE >

### 1) Population Served

- This will filter data by the population served by the Trust (Children and Young people NHS trust or All-age trust)

### 2) Region

- This will filter data by region (National/Other, Midlands, South West, South East, East of England, North East and Yorkshire, London, and North West). Only one can be selected at a time.

### 3) Service Level Data – Provider Type

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

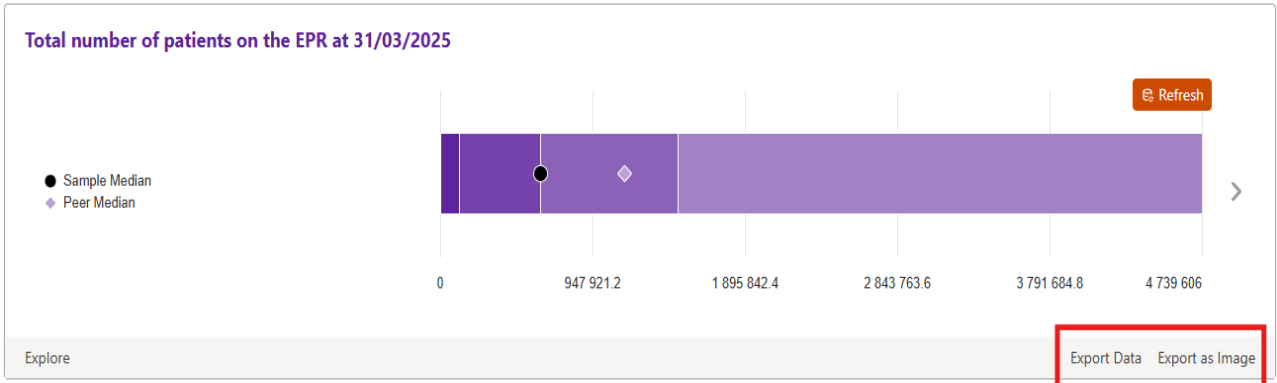
### 4) Site Type

- This will filter data by site type (acute, community, mental health, or ambulance). Only one can be selected at a time.

You are able to select multiple filter groups together to form your peer group. For example, you can select acute trusts who are specialist LD providers that are located in the North West.

## 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 LDIS Support Team via  
[nhsbn.nhsildsupport@nhs.net](mailto:nhsbn.nhsildsupport@nhs.net)