IPS GROW REPORTING TOOL & STANDARD SPREADHEET

THE NATIONAL TOOL FOR IPS DATA
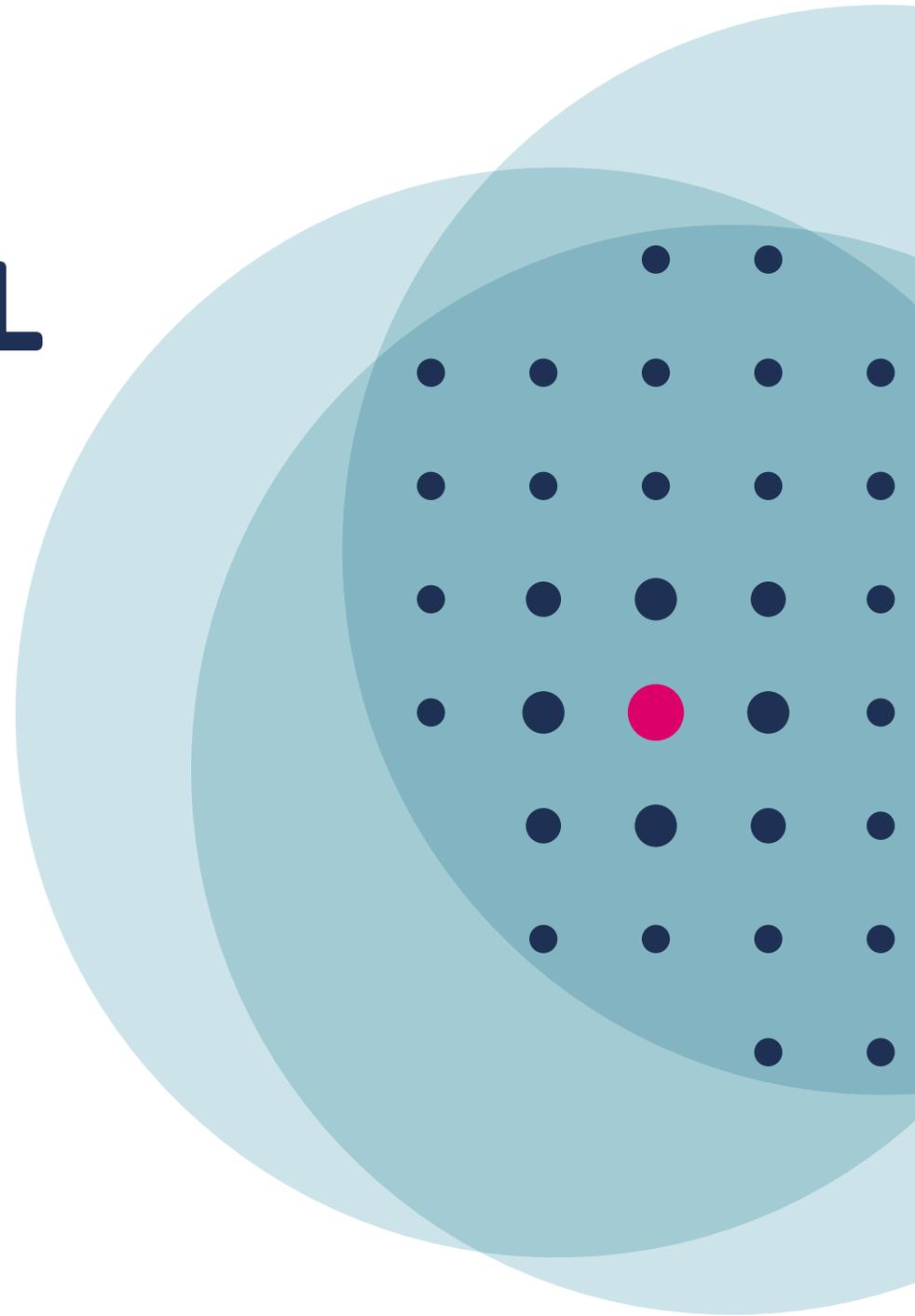
IPS GROW

IPS Grow Reporting Tool & Standard Spreadsheet

The National tool for IPS data

IPS Grow Reporting Tool

ipsgrow-report.org.uk

Contents

Introduction

The **IPS Grow Standard Spreadsheet** and **IPS Grow Reporting Tool** were designed and developed in partnership with providers, commissioners and national stakeholders to refine IPS-specific data that needs to be collected in a unified way nationally to enable decision-making and drive consistency, strategy and effectiveness of delivery.

IPS Grow Reporting Tool and Standard Spreadsheet
The National tool for IPS data

IPS Grow
Reporting
Tool

+

IPS Grow
Standard
Spreadsheet

National Data
and Insight
including
Performance
Management
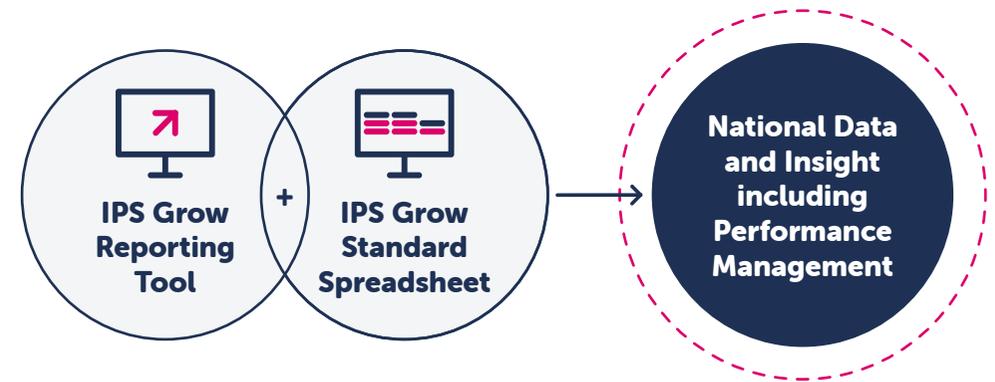
IPS Grow Reporting Tool

The **IPS Grow Reporting Tool** is a web-based application that enables you to upload your data from the *IPS Grow Standard Spreadsheet* and view your data in visual graphs and charts.
It allows you to enter targets and displays your progress towards those targets. There are different types of user access that facilitate the necessary summary views to suit your functional role.

IPS Grow Standard Spreadsheet

The **IPS Grow Standard Spreadsheet** is the recommended method for IPS Services to record their client information locally where clinical systems are not available to you, or where those systems do not allow you to record IPS-specific data in the way that you need to.

Useful links

Access the **IPS Grow Reporting Tool** here:

ipsgrow-report.org.uk

Request a new **Service**/**Team**/**User** login:

ipsgrowreportingtool.freshdesk.com/support/tickets/new

Report issues with the *IPS Grow Reporting Tool* or the *IPS Grow Standard Spreadsheet* please use this link:

ipsgrowreportingtool.freshdesk.com/support/tickets/new

Within the tool there is a Help and Resources section that stores the latest versions of the *IPS Grow Standard Spreadsheet*, Tips, FAQs, User Guides etc.

If you wish to use the *IPS Grow Standard Spreadsheet* without the Tool please find versions for different cohorts here:

ipsgrow.org.uk/providers/data-reporting/standard-spreadsheet-data-definitions

The *IPS Grow Standard Spreadsheet*

There are three levels of data currently captured in the *IPS Grow Standard Spreadsheet*:

Client information
- Client ID
- Name
- Telephone
- Email
- Date of birth
- Gender

Service information
- Employment specialist intitials
- Referral source
- Referrer name
- Employment status on referral
- Date Vocational profile started

Employment information
- First job start date
- Hours per week
- Employer
- Role
- First job end date
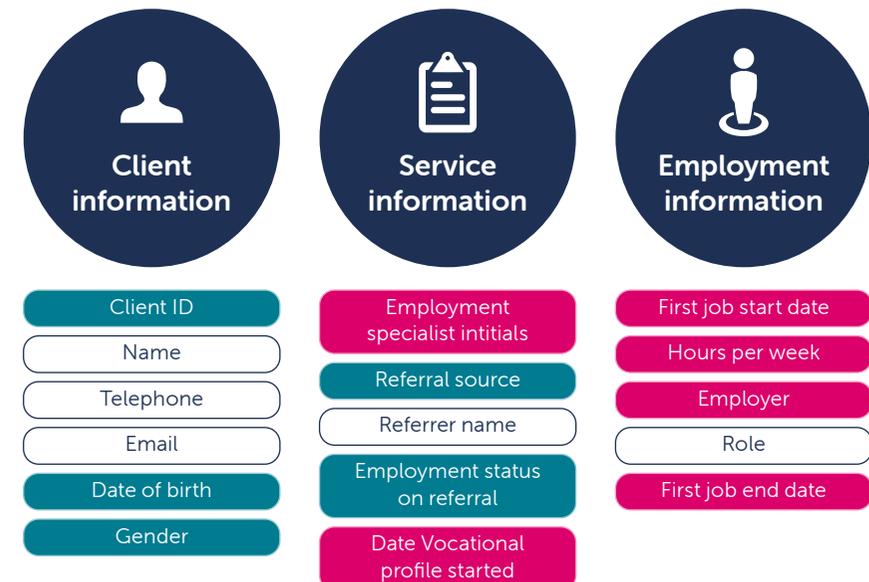
ⓘ All data is pseudonymised. No data is readily identifiable. The information is aggregated at the Employment Specialist and Team levels.

What do the colours mean?

Within the *IPS Grow Standard Spreadsheet* there are **Mandatory Columns**, **Optional Columns** and **Other Columns**. These will be changing and improving over time so please check the latest version of the *IPS Grow Standard Spreadsheet* for the latest information.

Colour coding is as follows:

= **Mandatory field**

= **Optional field**

= **Other field**

(for the provider's use only, data not read by the tool)

Is every field on the *IPS Grow Standard Spreadsheet* uploaded to the *IPS Grow Reporting Tool*?

No, not all the data in the *IPS Grow Standard Spreadsheet* is uploaded into the *IPS Grow Reporting Tool*. Only essential information is uploaded in pseudonymised form to enable the processing of client data to generate service-specific graphs, benchmarking and to enable performance management. Service-specific data is displayed at the **Employment Specialist**, **Team Leader**, **Service**, **Regional** and **National** levels depending on your level of user access. No client names are uploaded. These are for you to use locally only and are not incorporated into the tool.

Dos & Don'ts

DO:

☺ **ONLY** use one row per current active client

☺ **ONLY** use one tab to record your client data

☺ **KEEP** the **column headings unchanged for existing columns**

☺ Use the blank **Referral Source** table on the first tab of the Standard Spreadsheet to define the Referral Source values that work for your service and your commissioner eg: GP, SMI Clinical team etc.

☺ **ADD in any new** columns you wish that will help you operate your team/service. The Standard Spreadsheet includes the recommended datapoints for an IPS service to collect. However, your service may need to collect additional information specific to your contract/local context. For example, if you want to capture softer outcomes such as voluntary work or education you would add new columns for these. (These will however not be read by the tool unless you submit a request for it to be added to the planned development). Just do not alter the current columns – only add new ones.

IPS GROW

DO NOT:

☹ **Change any of the names of the current columns** in the *IPS Grow Standard Spreadsheet*. The tool looks for the specific column names and uploads them. If you change the column titles you will prevent the tool from uploading the data.

☹ **Use multiple rows for the same client** unless they have been discharged and are returning to the service with a new referral date etc

☹ **Enter the wrong data types in each column.** If you enter dates in a text field, text in a number field etc you will experience errors both in the *IPS Grow Spreadshee*t and when uploading the data to the *IPS Grow Reporting Tool*

Everything you need to record about a single client receiving IPS support from your service should fit within a single row on the *IPS Grow Standard Spreadsheet*. The *IPS Grow Reporting Tool* will not allow duplicate rows to be uploaded so you will be notified if you have this error on your spreadsheet and be asked to rectify it.

A client who is discharged and returns at a later date would be entered as a new, second row since they have a new referral date but you may use the same Client ID to ensure the individual's complete journey is recorded over time for your own information.

You can use **any** spreadsheet as long as the column headings are identical to those on the *IPS Grow Standard Spreadsheet*.

Advice:

Evidence of Job Starts: Drug and Alcohol services map their data to HMRC records to verify employment information. For other cohorts that do not take this step you could collect the following types of evidence locally in relation to Job Starts:

- Job offer letter/contract

- Confirmation of employment of a least 1 day eg timesheet/ payslip

- A signed declaration by client or employer

View the *IPS Grow Standard Spreadsheet* fields detail ➔

The *IPS Grow Reporting Tool*

The new tool is much more flexible and scalable than its predecessor. As such it is not restricted specific Account Types or Account levels. We can provide users with the Access and oversight they require according to their specific function.

Common User Types		Team Leader	Service (Org) & Regional Users	CCG/ National Lead
	Upload data	✔	✖	✖
	Set Targets for your Team	✔	✖	✖
View Dashboards	Employment Specialist detail	✔	✖	✖
	Team Detail	✔	✔	✖
	Service Detail	✖	✔	✔
	Other	✖	✖	✔
	Access Help & Resources	✔	✔	✔
	Export data & png files of the graphs	✔	✔	✔

Common user types

Team Leader/ Service Manager

You may manage one or more Teams and need to see information down to the Employment Specialist Level.

Organisational Users

For those that oversee one Service (Organisation) with many Teams.

Regional Users

For those that oversee many Services (Organisations) with many Teams.

Other

For any other kind of user who may need to see other views of Services or a National View of all Services for a particular cohort.

For example, your IPS Grow Lead will have access to the specific Services and Teams they support.

You will be asked to define your function and what Services/Teams/Regions you require oversight for when you request access to the *IPS Grow Reporting Tool*.

IPS GROW

Requesting access

Prior to access being granted;

✏️ Each **Service** needs to sign the **Service Level Data Sharing Agreement** which can be found here: ipsgrowreportingtool.freshdesk.com/support/solutions and search for '**Data Sharing Agreement**'

✏️ Each **User** needs to subsequently sign the **End User Agreement (including the Terms & Conditions of Use)** which appears at your first login. ipsgrowreportingtool.freshdesk.com/support/solutions and search for '**End User Agreement**'

⚠️ You will not be able to login as a User until your Service has signed the **Service Level Data Sharing Agreement**. You will see the following error message:

> Your organisation has not yet accepted the data sharing agreement. Please contact your Data Governance Lead.

IPS Grow Reporting Tool

LOG IN

HELP & RESOURCES

Upload spreadsheets to automatically aggregate data

View dashboard on service performance

Compare actuals vs. targets

Extract referral data

IPS GROW

DASHBOARDS

- Overview Dashboard
- Organisational Dashboard
- Team Dashboard

FILTERING

- Specify date ranges
- Select particular Employment Specialists, Teams or Organisations (Services) depending on your user access

TABS

- Totals vs Targets
  Target setting for Team Lead Users
- Referrals
- Vocational Profile Starts
- Job Starts and Clients Supported Into Work
- Sustainments
- Demographic Breakdown
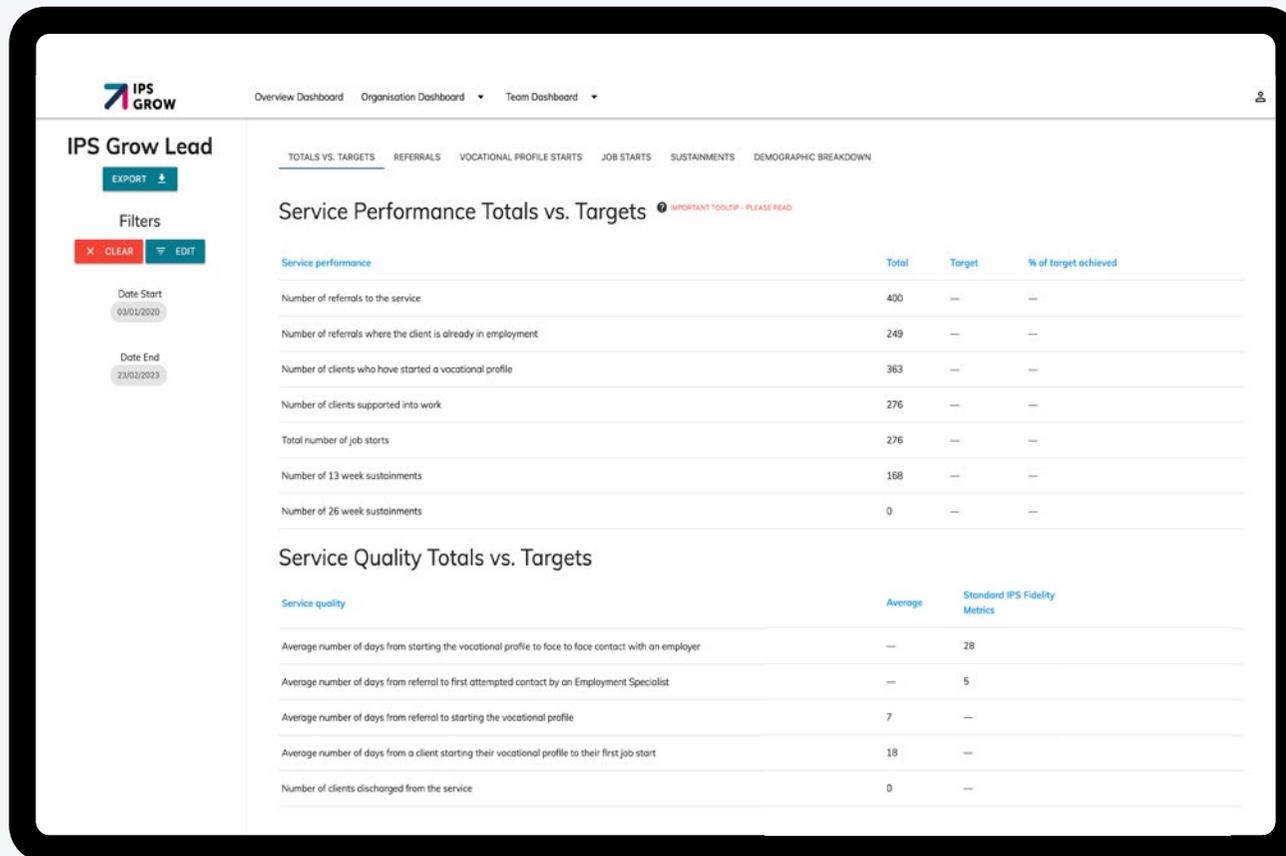
CHARTING

- The bar charts show data per **Employment Specialist**, **Team** or **Service** (Organisation) for the time period selected via the filters. The level at which you see the data in the charts is determined by your **User Type**.

Referrals ●

The number of referrals per the time period selected

Referral Performance

400 referrals

📅 03/01/2022 – 03/01/2023

Referrals per Organisation

Regional average: 221.91

Enable
Organisations

Referrals Through Time
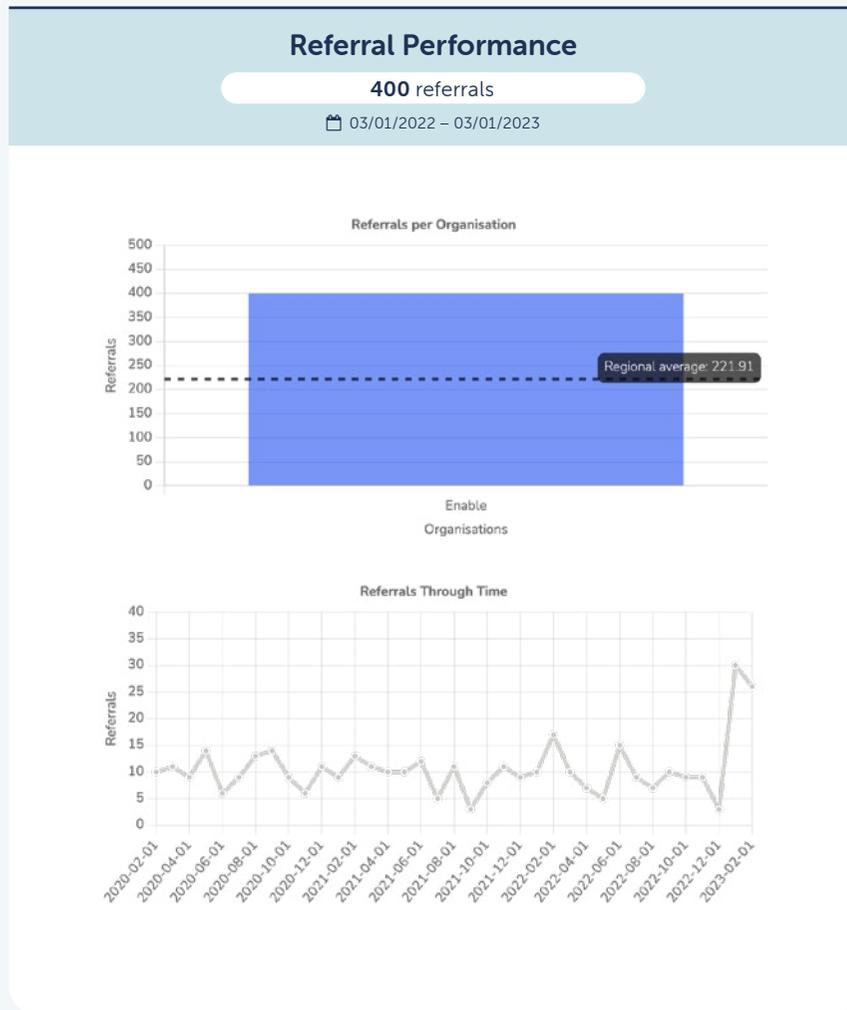
VP starts* ●

The number of clients who have had a Vocational Profile started (and not necessarily completed) per the time period selected

Vocational Profile Start Performance

363 vocational profile starts

📅 03/01/2022 – 03/01/2023

Vocational Profile Starts per Organisation

Regional average: 221.91

Enable
Organisations

Vocational Profiles Starts Through Time
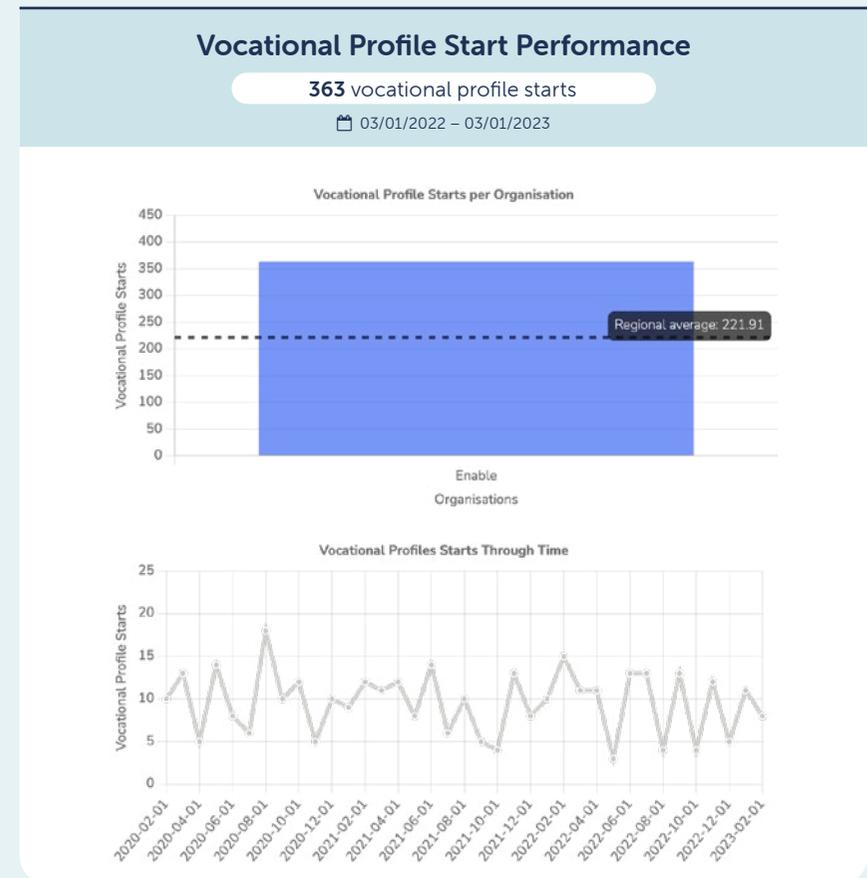
*This is the traditional definition of 'Access' for all cohorts. Recently, NHSE has altered their definition of Access for Severe Mental Illness (SMI) clients which is not currently captured by this tool. The tool will be updated once it is determined the best method for doing so.

Active Caseload

This is the number of clients who have had a Vocational Profile **started**, AND who do not have a discharge date on the spreadsheet.

Whilst there is a column on the spreadsheet to use locally, the tool calculates this automatically. It calculates this on any referral that does not have a discharge date on the spreadsheet.

Jobs Starts

The number of jobs that have been started during the time period selected in the filters. Each client may have more than one Job Start in the time period depending how long it is.

Job Start Performance

276 job starts

📅 03/01/2022 – 03/01/2023

Job Starts per Organisation — Regional average: 221.91

Job Starts Through Time

Job Start to 13 week Sustainment Rate per Organisation(%)
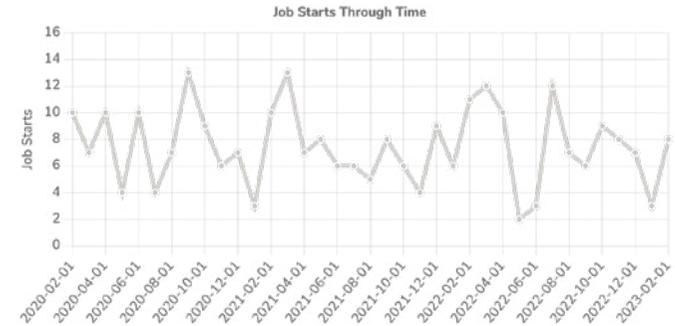
Supported Into Work

The number of clients that have had at least one Job Start in the time period selected in the filters. This is the number of clients. Jobs starts is the number of jobs. One client may have started wone job. Another client may have started three jobs.

Sustainments

13 and 26 weeks sustainment graphs. The number of clients who achieved 13 week and /or 26 week job sustainment in the time period selected in the filters.

The *IPS Grow Reporting Tool* uses the IPS Grow recommended calculation for job sustainment which is defined as:

Sustained employment is measured regardless of whether this duration was accrued over the same job or multiple jobs. Breaks in employment for clients with multiple jobs must be less than 6 weeks between jobs. If a gap of more than 6 weeks occurs, the clock is reset and sustainment will be calculated from the start date of the next job after the gap of more than 6 weeks. Only one job sustainment outcome of each duration (13 and 26 weeks) will be counted for each person referred into the service.

After multiple consultations, most services were in agreement that the optimum period to measure direct outcomes was within the first 26 weeks. Therefore sustainment beyond 26 weeks is not recorded nor calculated.

13 Week Sustainment Performance

168 sustainments for 13 weeks
📅 03/01/2022 – 03/01/2023
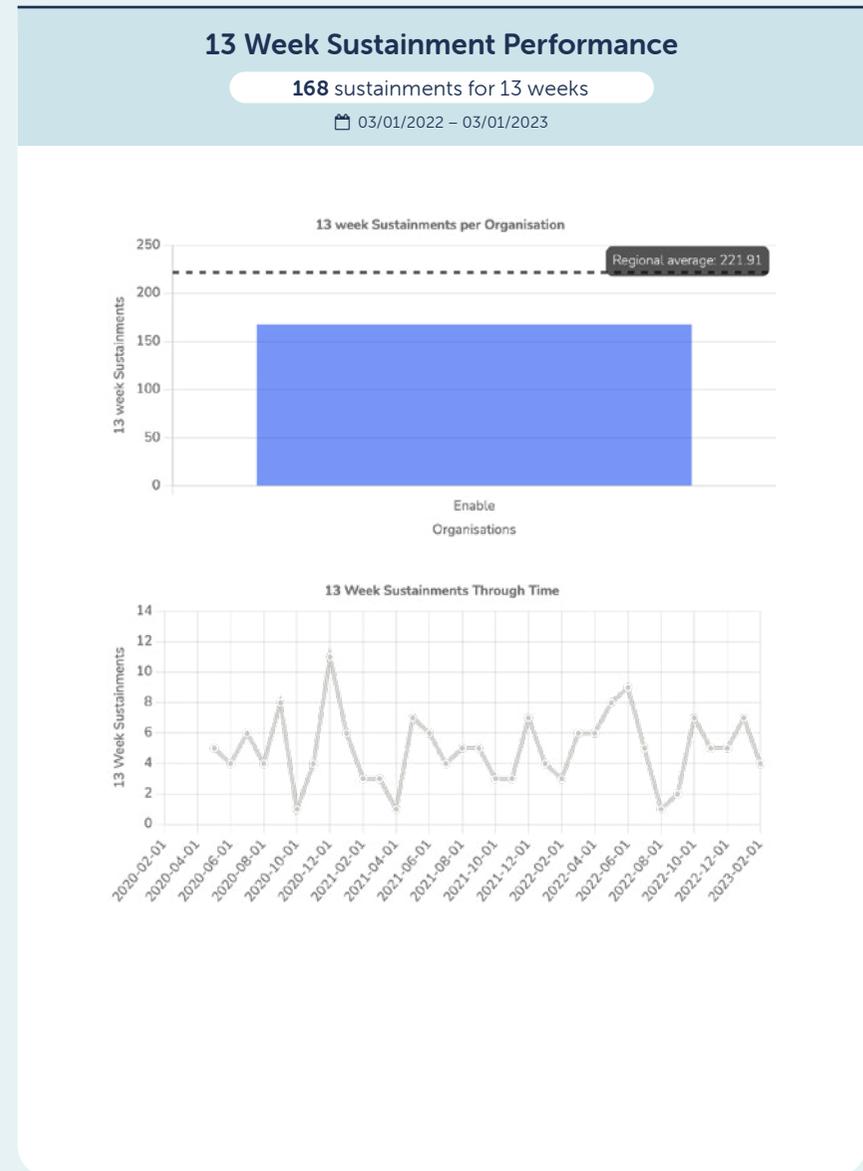
26 Week Sustainment Performance

12 sustainments for 26 weeks

📅 03/01/2022 – 03/01/2023
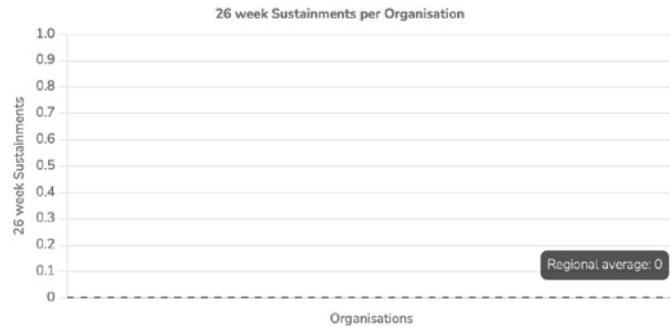
Demographics ●

Each Demographics chart is broken down into the client's journey through the IPS service from Referral, to VP starts, Job Starts and then Sustainments.

Demographic Breakdown

Outcomes by work related benefits

Outcomes by age
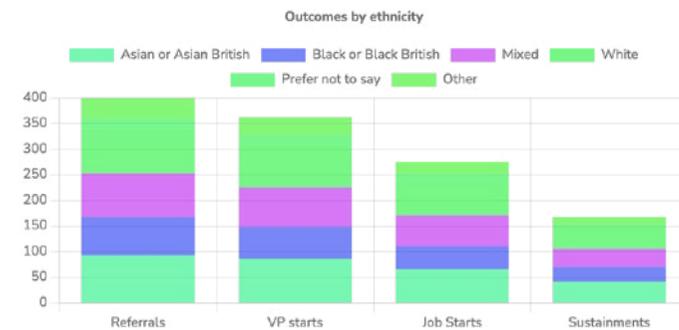
Uploading your *IPS Grow Standard Spreadsheet* or your own spreadsheet*

- The *IPS Grow Reporting Tool* now has full data validation at the point of upload.

- You may upload one or many files.

- The *IPS Grow Reporting Tool* recognises if data is brand new or is simply updated data for an existing client.

- If you make a mistake simply upload a previous version of the spreadsheet that you hold locally.

- If you think you have uploaded data that should be removed please contact IPS Grow at reportingtool@ipsgrow.org.uk

- You may upload as often as you like/ need. But you should upload at least once a month by the end of Day 5 to ensure you keep the data accurate and your Stakeholders/Commissioners/ Regional Leads can see accurate and up to date data for the previous months and can rely on the data being displayed.

Remember to sign out when you are done. Click on the user icon and select Log Out.

*with necessary headings:

Help and Resources

Designed for you to Self-Serve when encountering issues with the use of the *IPS Grow Standard Spreadsheet* or *IPS Grow Reporting Tool*.

You will find this User Manual, FAQs, Links to submit Tickets for help/assistance on the technical aspects of the *IPS Grow Reporting Tool* and links to other useful documentation.

This section will be fleshed out more and more over time. If there is a document that you refer to regularly and would benefit other users please submit a ticket to IPS Grow suggesting it be added and we can continue to make the *IPS Grow Reporting Tool* something of value to you and your colleagues.

Tool Tips: A question mark icon sits on most elements of the *IPS Grow Reporting Tool*. Please click on these to open up additional guidance information.

Appendix

Appendix A: *IPS Grow Standard Spreadsheet* fields detail

Appendix B: Drop-down list details

Appendix A: *IPS Grow Standard Spreadsheet* fields detail

Data Point	Data Type	On Standardised Spreadsheet?	Used in IPS Grow Reporting Tool?	Comments	Removed from use? (Enter Date)
Client Unique Identifier/ Local data system ID	Client information	Since 2020	Stored – Not displayed	Ensures each record is unique and duplicates can be readily identified by the tool	
First Name	Client information	Since 2020	Not stored – Never		
Surname	Client information	Since 2020	Not stored – Never		
Duplicate Client ID (for data validation purposes)	Client information	Since 2020	Not stored – Never		
Duplicate name and DoB (for data validation purposes)	Client information	Since 2020	Not stored – Never	Columns are for Provider use only and will never be digested nor appear in the Reporting Tool	
Telephone	Client information	Since 2020	Not stored – Never		
Email	Client information	Since 2020	Not stored – Never		
Post code	Client information	Since 2020	Not stored – Never		
Local Authority of residence of client	Client information	Since 2020	Stored for Regional Location Identifier	Used to assign Regional Location	
National Insurance Number	Client information	Since 2020	Not stored – Never	Columns are for Provider use only and will never be digested nor appear in the Reporting Tool	
Data sharing Consent for PHE	Client information	Since 2020	Not stored at this time		
Date of birth	Client information	Since 2020	Stored – for Age Range calculation		
Gender	Client information	Since 2020	Stored for EDI charts	To facilitate assessment by providers and commissioners that services are reaching a representative range of clients in terms of demographics	
Ethnicity	Client information	Since 2020	Stored for EDI charts		

Appendix A: Continued...

Data Point	Data Type	On Standardised Spreadsheet?	Used in IPS Grow Reporting Tool?	Comments	Removed from use? (Enter Date)
Work related benefits	Client information	Since 2020	Not stored at this time	PIP, housing benefit etc should be added as a new column if services require this data	
Employment Specialist's Initials	Service information	Since 2020	Stored – multi use	If two or more ESs share same initials use the middle name initials to distinguish	
Referral date	Service information	Since 2020	Stored – multi use	Facilitates tracking over time	
Referral source	Service information	Since 2020	Stored – multi use	Self-defined values that work for each Service. Use the table on the Cover Tab on the Standard Spreadsheet to list out your particular referral sources	
Referrer name	Service information	Since 2020	Stored – multi use	Provider use only. Not in the Reporting Tool	
Substance Group	Service information	Since 2020	Stored – multi use	OHID specific field	
ADDER/Accelerator client	Service information	Since 2020	Stored – multi use	OHID specific field	
Employment status at referral	Service information	Since 2020	Stored – multi use	Distinguishes between IPS and Retention clients	
Date of first attempted contact	Service information	Since 2020	Stored – multi use	Service KPI to track speed of engagement. IPS Grow recommends first contact is within 5 days	
Date Vocational Profile started	Service information	Since 2020	Stored – multi use	The date the VP is started is what will be counted as 'access'	
Under 25s only – Education	Service information	Since 2020	Not stored – on roadmap to be added	OHID specific field	
Under 25s only – Training	Service information	Since 2020	Not stored – on roadmap to be added	OHID specific field	
Under 25s only – Family Involved in Support	Service information	Since 2020	Not stored – on roadmap to be added	OHID specific field	

IPS GROW

Appendix A: Continued...

Data Point	Data Type	On Standardised Spreadsheet?	Used in IPS Grow Reporting Tool?	Comments	Removed from use? (Enter Date)
Managing Personal Information discussed	Service information	Since 2020	Not stored at this time	OHID specific field	
Date of first face to face employer contact	Service information	Since 2020	Not stored – on roadmap to be added	Rapid job search is one of the eight key principles of IPS. IPS Fidelity sets the target for this data point to be within 28 days of the client engaging with the IPS service	
Caseload status	Service information	Since 2020	Stored – multi use	Facilitates performance management	
Discharge date	Service information	Since 2020	Stored – multi use	Facilitates tracking the size of the ES caseload at any one time	
Reason for discharge	Service information	Since 2020	Stored – multi use	Enables insight into client's full journey	
1st job start date	Employment information	Since 2020	Stored – Supported Into Work and Sustainment calculations	Should only be recorded once client has worked for more than four hours.	
Hours per week	Employment information	Since 2020	Not stored – on roadmap to be added	Average hours. Used to facilitate client progression. For clients who are self-employed or on zero-hours contracts, you should take the average hours over the first month of work. Update as you need	
Employer	Employment information	Since 2020	Not stored – on roadmap to be added	Will provide insight into sectors of employment clients are working in	
Role	Employment information	Since 2020	Not stored – on roadmap to be added	Will provide insight in to job types clients are working in	
Preference met?	Employment information	Since 2020	Not stored – on roadmap to be added	OHID specific field	
1st job end date	Employment information	Since 2020	Stored – sustainment calculations	If this field is blank, the tool assumes the client is still employed	
2nd – 5th Job fields	Employment information	Since 2020	As for 1st Job Start	As for 1st Job Start	

Appendix A: Continued...

Data Point	Data Type	On Standardised Spreadsheet?	Used in IPS Grow Reporting Tool?	Comments	Removed from use? (Enter Date)
13-week sustainment	Other information	Since 2020	Calculated field		
26-week sustainment	Other information	Since 2020	Calculated field		
Comments	Other information	Since 2020	Not stored – Never	For IPS Service staff to record comments	
Duplicates check	Other information	Since 2020	Not stored – Never	To prevent a client having more than one row. The *IPS Grow Reporting Tool* also has a validation check at the point of upload	
SIC and SOC codes	Employment information	Since 2020	Not stored – on roadmap to be added	OHID specific fields	
Date of employment commencement	Future possible information	Since 2020			
Date vocational profile complete	Future possible information	Since 2020			
Confirmation if the provider holds evidence of employment commencement	Future possible information	Since 2020			
Employment sector	Future possible information	Since 2020			
Average hours per week	Future possible information	Since 2020			
Date of 13-week sustainment in work	Future possible information	Since 2020			
Confirmation if the provider holds evidence of 13-week sustainment in work	Future possible information	Since 2020			
Referral team	Future possible information	Since 2020			

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Appendix B: Drop-Down list details

These will continue to be improved and refined over time and it is best to check the latest version of the *IPS Grow Standard Spreadsheet*.

Data Point	Current Values	Planned Additions	Comments
Gender	Male Female Other Prefer not to say	Trans – Male Trans – Female Non-Binary Other (with ability to define)	We recognise that the options for this category and numerous and personal to the end client. We hope to offer the 'Other, please define' capability in the future to allow for each value to be added as required to ensure inclusivity for our IPS Community
Ethnicity	Asian or Asian British – Bangladeshi Asian or Asian British – Chinese Asian or Asian British – Indian Asian or Asian British – Pakistani Asian or Asian British – Any other Black or Black British Black or Black British – African Black or Black British – Caribbean Black or Black British – Any other Mixed – White and Asian Mixed – White and Black African Mixed – White and Black Caribbean Mixed – Any other mixed background Other Ethnic Groups – Arab Any other ethnic group White – British White – Irish White – Gypsy or Irish Traveller White – Any other White background Prefer not to say		
Work related benefits	ESA Support Group ESA Work Related Activity Group ESA Other Incapacity Benefit Income Support Incapacity Benefit and Income Support Job Seekers Allowance Universal Credit Universal Credit – Limited Capacity for Work Universal Credit – Limited Capacity for Work or Work Related Activity		

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