

# Guidance for Delegates

National Child Health,  
CAMHS and Maternity  
Service Mapping  
Exercise 2007

# Child Health, CAMHS and Maternity Service Mapping Exercise - 2007

## Delegate Guidance

### 1 Introduction

This guidance aims to provide you with the information you need to complete the National Child Health, CAMHS and Maternity Service Mapping exercise. If you have additional questions or do not understand aspects of this guidance we have established a helpdesk service for you to provide advice and support.

In addition, we will be generating a frequently asked questions list provided through our website. We recommend that you read this guidance through before commencing the exercise and then use it as an aide-memoir during its completion.

In this guide you will find information on how to complete the mapping exercise as a Mapping Delegate

Other guides in the series include:

- Guidance for Mapping Leads
- Guidance for Commissioners
- Guidance for Providers of Child Health & Maternity services
- Guidance for Providers of CAMHS

### Helpdesk

Support in completing the mapping will be provided throughout the data collection period by the Durham Helpdesk between 9.30 to 4.30 weekdays with a finish at 1.00pm on Wednesdays. The Helpdesk can be contacted by phone or email.

### Key contact points are:

Helpdesk: 0191 334 1489. Opening hours 9.30-4.30 (9.30-1.00 Wed)

Child Health, CAMHS and Maternity Service Mapping website:  
<http://www.childhealthmapping.org.uk>

Email: [help@childhealthmapping.org.uk](mailto:help@childhealthmapping.org.uk) and [help@camhsmapping.org.uk](mailto:help@camhsmapping.org.uk)

## **2 Delegation**

This facility enables Mapping Leads/Assistant Mapping Leads and Service Group Heads to delegate responsibility for entering and revising mapping data on-line to someone else without the need to issue a password.

Mapping Leads/Assistant Mapping Leads and Service Group Heads can delegate data entry to an individual by assigning questionnaires to the delegate's email address.

Steps in the delegation process:

- The delegate is sent an email notifying them of the delegation together with instructions of how to log on to the website to access the questionnaire(s).
- The delegate logs on to the website using their email address. They are then given access to selected mapping questionnaires that have been delegated to them.
- The delegate works through the questionnaires and once they have finished inputting data they should go to the final page of the questionnaire and confirm complete. This returns the questionnaire to the originator.

## **3 Completing a delegated questionnaire**

In order to complete a questionnaire that has been delegated to you, the following steps should be carried out:

- Go onto the website at [www.childhealthmapping.org.uk](http://www.childhealthmapping.org.uk).
- Click on log on in the top right hand corner of the page.
- Enter the email address to which the delegate message was sent.
- Click on the 'log on' button. You will then be forwarded to the questionnaire(s) that you have been delegated to complete.
- Click on 'edit' to enter the detailed questionnaire (you can also load and print a PDF of the service/team questionnaire if you wish to work through the questions on paper before enter the data online).
- Service questionnaires are several pages long, navigate through the pages using the Save, Start, Previous, Next and End buttons where they appear at the top and bottom of the page. Data that you have entered will only be stored by the system when you click on one of these buttons.

Child Health, CAMHS and Maternity Mapping

My Options: Home, Register, Providers, List Services, Commissioners, Reports, Help

Service Entries for Test PCT EP

Click on the edit link next to a service name to go to the questionnaire the first column then click on Delegate.

Read Guidance notes: [Which services are included?](#)

Read Guidance notes: [Adding services which you provide](#)

Read [Provider FAQs](#)

Order by: Service

Add new entry

With selected: Delegate Delete Change Service Group

Select	Service Name	Service Type	Service Group	Postcode	Updated	Status
<input type="checkbox"/>	<a href="#">edit pdf</a>	Tier 1 CAMHS			08/11/06	in progress
<input type="checkbox"/>	hhh <a href="#">edit pdf</a>	School health service	Learning Disability Team-Dartington		08/11/06	in progress
<input type="checkbox"/>	<a href="#">edit pdf</a>	Paediatric Therapy service			08/11/06	in progress

With selected: Delegate Delete Change Service Group

**1. Click on the word 'edit' to open a questionnaire**

**For easy reference the status bar is colour coded so that you can keep an eye on the progress of each questionnaire.**

Child Health, CAMHS and Maternity Mapping

My Options: Home, Help, Service Types, Search Documentation, Presentations for Training, Guidance notes, Using the reporting tools, Frequently Asked Questions

Need Help? We've produced new guidance documents for each stage of the mapping. [Guidance Page](#)

Logged on as Ethna Parker. Mapping Lead for Test PCT EP. [Log Off](#)

Edit Sample questionnaire School health service

**Warning.** This questionnaire is a sample only. NONE OF THE DATA WILL BE SAVED.

1 2 3 4 5 6 7 8

Save Next End

Name of service/team  
? Sample questionnaire School health service

Postcode  
?

Local service directory  
?

Address

Telephone

FAX

Email

**2. Give your service a name and then work your way through the other sections of the questionnaire.**

If the questionnaire has been newly generated, it will be blank. If it is a questionnaire that was added in last year's mapping, it will be pre-populated. Please check through pre-populated questionnaires carefully as new questions have been added to this year's mapping exercise that you will need to complete. When you are happy with the data you have entered, click on the 'Confirm Complete' button – this can be found on the final page of the questionnaire.

**Note: when you confirm complete you can no longer edit this questionnaire.** Once you have confirmed complete, you will see the word 'view' instead of 'edit'.

If after you have confirmed complete you want to edit the questionnaire again, get in touch with the person who delegated to you in the first instance and ask them to re-delegate the questionnaire to you.

A blue question mark 'Q' above a question lets you know that there is more detailed information available. Click on the question mark to access the additional information. Click the button again to close the help box. Further guidance notes on completion of both commissioner and provider questionnaires can be found in the 'Help' section of the website.