

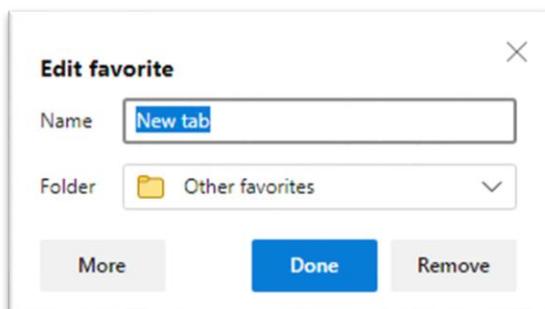
ACCESSING THE STAFFORDSHIRE & STOKE-ON-TRENT S117 REGISTER

Fact Sheet

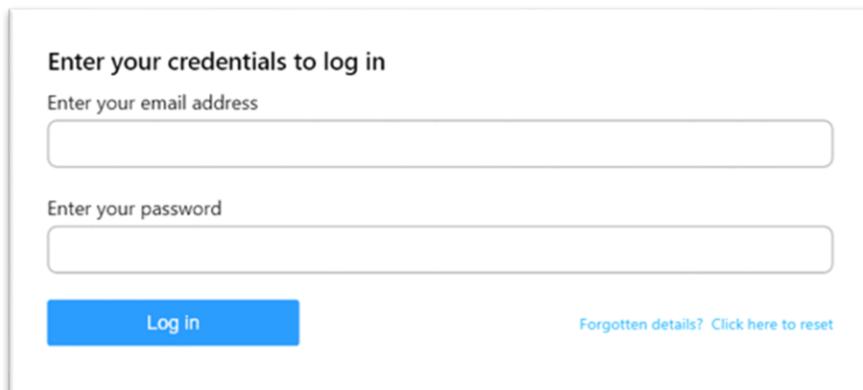
Logging on

Once your account has been created you will receive an email containing your password. Your username is the email address you provided for registration e.g. joe.bloggs@staffordshire.gov.uk. Access to the Staffordshire & Stoke-on-Trent S117 Register is via <https://staffordshireandstokeontrents117register.staffordshire.gov.uk/>

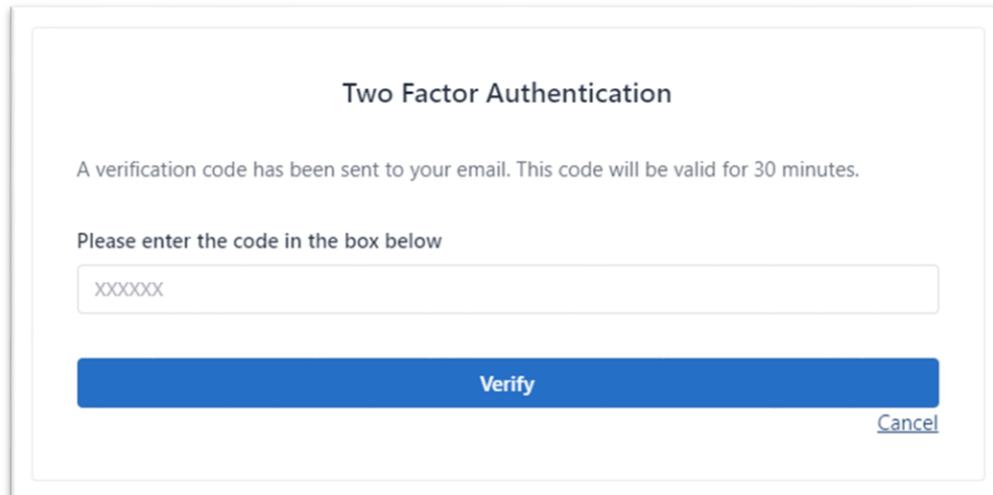
You can add the logon screen to your favourites by clicking on the icon  'Add this page to favourites' and giving it a suitable name. You can choose to add this to 'Favourites Bar' or 'Other Favourites' by clicking on the Folder drop down.



Clicking on the URL link above will take you to the S117 Register Home page where you enter your email address and password.



You will then receive an email that contains a PIN Access Code to complete the Two Factor Authentication. A new PIN Access Code will be emailed to you each time you log-on.

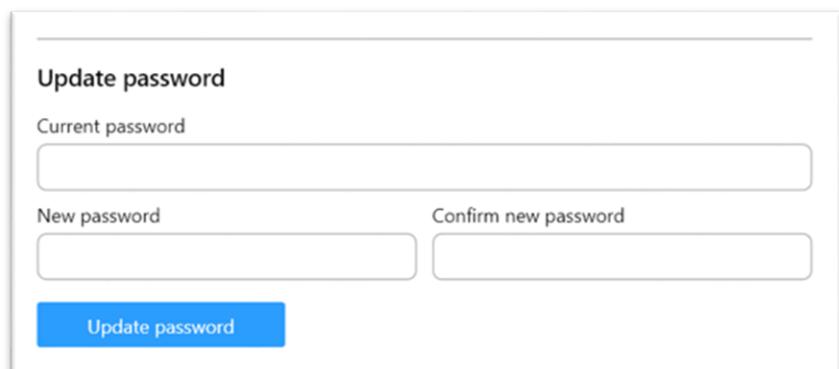


The image shows a 'Two Factor Authentication' screen. At the top, it says 'Two Factor Authentication'. Below that, a message states: 'A verification code has been sent to your email. This code will be valid for 30 minutes.' Underneath, it asks 'Please enter the code in the box below' and provides a text input field containing 'XXXXXX'. At the bottom, there is a large blue 'Verify' button and a smaller blue 'Cancel' button.

Once you have entered the PIN code and clicked on Verify you will be taken to the Home Screen.

Changing your Password

To change your password, click on **User logged in** in the top right-hand corner of your screen and complete the section Update Password.

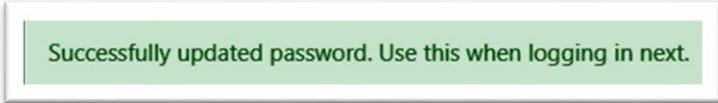


The image shows an 'Update password' form. It has a title 'Update password' and three input fields: 'Current password', 'New password', and 'Confirm new password'. Below the input fields is a blue 'Update password' button.

Password criteria

- Minimum length – 8 characters
- Must contain at least ONE numeric character 0-9
- Must contain at least ONE upper case letter
- Must contain at least ONE lower case letter
- Must contain at least ONE allowed special character #?!@\$%^&*-

Once you have successfully changed your password, the screen will show this message.



Successfully updated password. Use this when logging in next.

If you enter your password incorrectly 5 times your account will be locked and you will receive an email notifying you. Should this happen, please contact caresystemshelpdesk@staffordshire.gov.uk to unlock your account.

For added security, the system will log you out if there has been no activity for an extended period of time. Should this happen, you will need to follow the log on process again.

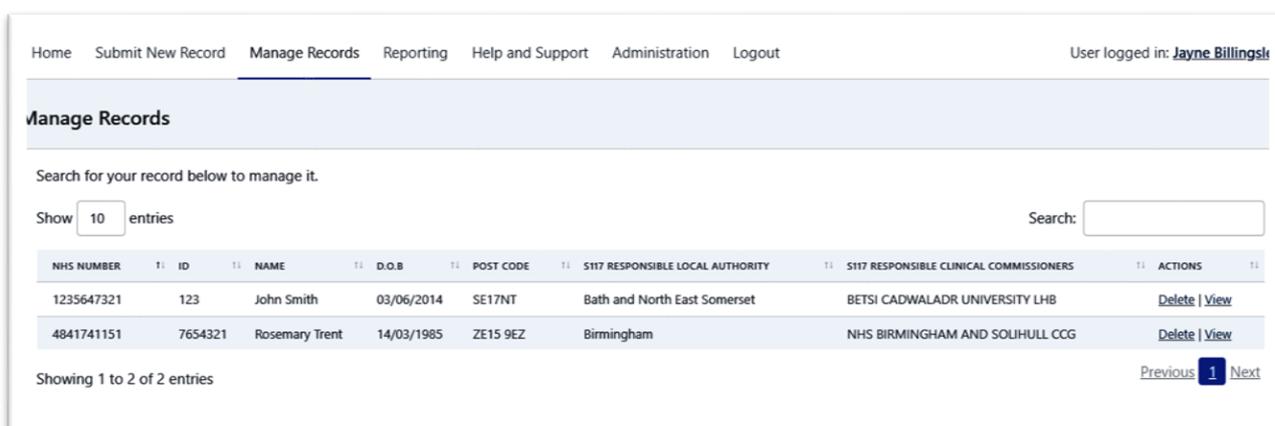
Home Page

The Home page contains tabs and widgets to different areas of the Register. From here you will be able to Submit New Records, Manage Records and View Reports; what access you have will depend on your permissions in the system.

The Home page is also where you Logout.

Manage Records - Search/View Records

To view records, click on Manage Records. You will be presented with a list of results and there is also the option to use the Search facility to narrow down results returned.



Home Submit New Record **Manage Records** Reporting Help and Support Administration Logout User logged in: Jayne Billings

Manage Records

Search for your record below to manage it.

Show entries Search:

NHS NUMBER	ID	NAME	D.O.B	POST CODE	S117 RESPONSIBLE LOCAL AUTHORITY	S117 RESPONSIBLE CLINICAL COMMISSIONERS	ACTIONS
1235647321	123	John Smith	03/06/2014	SE17NT	Bath and North East Somerset	BETSI CADWALADR UNIVERSITY LHB	Delete View
4841741151	7654321	Rosemary Trent	14/03/1985	ZE15 9EZ	Birmingham	NHS BIRMINGHAM AND SOLIHULL CCG	Delete View

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

Once you have located the record you require click on View.

Manage Records - Edit Record

Should your permissions allow, on the Details for the individual screen you will be able to edit/update details, as necessary.

Remember to click Update record to save any changes.

Submit New Record

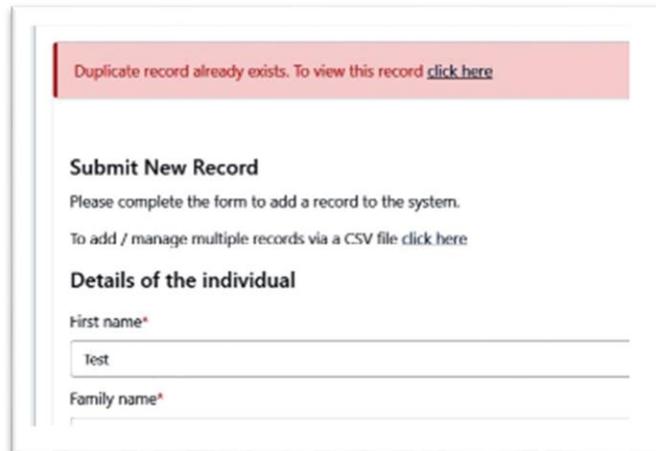
Click on the Submit New Record tab (or widget) and enter the details of the individual using the form, ensuring that all mandatory fields marked with * are completed.

The drop-down lists provide various options for each field, however if the option you require is not there, select the closest to that in the system.

Once the form is completed, click Submit Record.

Duplicate Detection

Where a new record is being submitted that matches a record that is already on the register, the system has in place a duplicate detection function. The new record will not be created, and this message will be displayed.



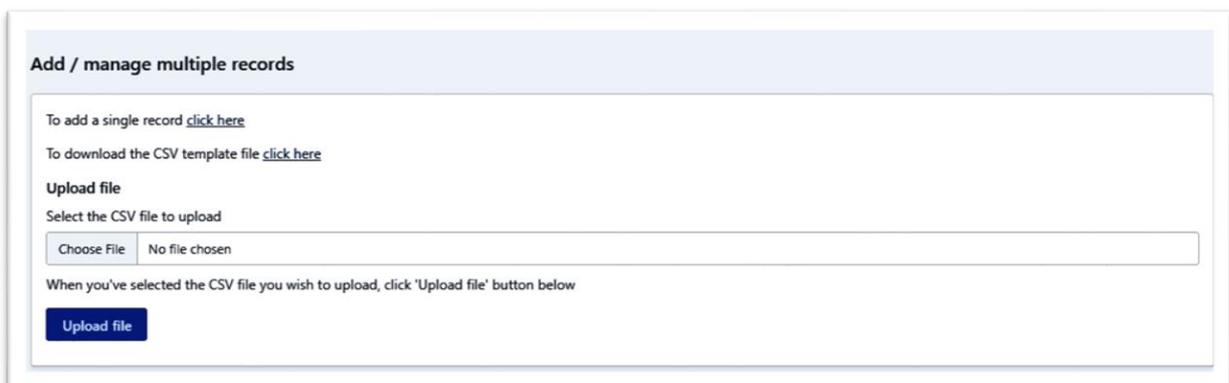
The screenshot shows a web interface with a red error message at the top: "Duplicate record already exists. To view this record [click here](#)". Below the message is a section titled "Submit New Record" with instructions: "Please complete the form to add a record to the system." and "To add / manage multiple records via a CSV file [click here](#)". Underneath is a section titled "Details of the individual" with two input fields: "First name*" containing the text "Test" and "Family name*" which is currently empty.

By clicking on the link 'click here' a new screen will open to the original record which will allow you to view/edit the details.

Uploading Multiple Records – CSV file (Limited Access)

Note: Special permissions are required to enable you to upload multiple records. If you, or your manager, believe that you require this please contact the Care Systems Helpdesk.

Multiple records can be added via the Submit New Record or Manage Records screens.



The screenshot shows a web interface titled "Add / manage multiple records". It contains the following elements: a link "To add a single record [click here](#)", a link "To download the CSV template file [click here](#)", a section titled "Upload file" with the instruction "Select the CSV file to upload", a file selection field with a "Choose File" button and the text "No file chosen", and a blue "Upload file" button. Below the button is the instruction: "When you've selected the CSV file you wish to upload, click 'Upload file' button below".

Click to download the CSV file template and once downloaded, add your data, and save a copy locally.

Click in the field next to Choose File and locate your completed copy of the template then click Upload file.

Once your data has uploaded the screen will display a status report containing new records, updated records, entitlements ended, and errors encountered.

Clicking on each tab will show a breakdown in each category.

New Records 6

Updated Records 0

Entitlements Ended 0

Errors Encountered 2

File name: abc.csv
Total records in file: 8

Click the button below to run CSV data.

Process CSV Data

New Records
Updated Records
Entitlements Ended
Errors Encountered

ROW NUMBER	NHS NUMBER	SYSTEM ID	NAME	D.O.B	POST CODE	S117 RESPONSIBLE LOCAL AUTHORITY	S117 RESPONSIBLE CLINICAL COMMISSIONERS	STATUS
1	482 749 2050	9057499	Alan Harbour	00/00/0000	ST5 1DS	Staffordshire	NHS STAFFORD AND SURROUNDS CCG	Upload in check mode, record not added.
3	395 027 7586	9057501	Steve Lowther	10/03/1992	ST4 2DN	Stoke-on-Trent	NHS STOKE ON TRENT CCG	Upload in check mode, record not added.
4	234 950 2741	9057502	Ellen Jones	10/03/1993	SK16 3UQ	Walsall	NHS BLACK COUNTRY AND WEST BIRMINGHAM CCG	Upload in check mode, record not added.

Depending upon the errors you encounter you may need to amend your data and upload the file again. When you are happy with the upload results click **Process CSV Data** to insert the records into the register.

Reporting

The Reporting Dashboard shows a summary of active records and allows for custom reports to be generated and downloaded. Filters can be applied, as necessary.

Reporting Dashboard

Summary of active records. Custom reports can be downloaded from the right hand side.

TOTAL RECORDS	
9	

TOTALS BY AGE				
U16	16 - 17	18 - 65	65+	
1	0	7	1	

TOTALS BY GENDER			
Male	Female	Other	
4	5	0	

S117 RESPONSIBLE LOCAL AUTHORITY BREAKDOWN	
Staffordshire	5
Bolton	1
Stoke-on-Trent	1
Birmingham	1
Bury	1

S117 RESPONSIBLE CLINICAL COMMISSIONERS BREAKDOWN	
NHS NORTH STAFFORDSHIRE CCG	3
NHS STAFFORD AND SURROUNDS CCG	2
NHS BOLTON CCG	1
NHS STOKE ON TRENT CCG	1
NHS CANNOCK CHASE CCG	1
NHS KIRKLEES CCG	1

TOTALS BY IN/OUT OF COUNTY			
LA In County	LA Out of County	GP In County	GP Out of County
6	3	0	9

PLACE DETAINED
9

Filter by: Responsible Local Authority / Clinical Commissioner ▼

REPORT / DATA DOWNLOAD

Select Report All S117 Entitled Records ▼

Report Filters

Gender Select Option ▼

Age All Ages ▼

Ethnicity Select Option ▼

Learning Disability Select Option ▼

Responsible Local Authority Select Option ▼

Responsible Clinical Commissioners Select Option ▼

LA out of County Select Option ▼

GP Out of County Select Option ▼

Date detained between [] to []

End of S117 between [] to []

S117 Qualifying Section Select Option ▼

Generate Report

S117 Register – user fact sheet v0.2- 03/2022

Ending the Record

To end an S117 entitlement, click on Manage Records, locate the person, and select View in the Actions column. On the person record scroll down to Detention Information and complete the Date of discharge / end of S117 entitlement.

Upon clicking Update record a further screen will ask you to confirm the entitlement end date, Select Yes - confirm or No – Cancel. Entering a date will remove the record from the entitlement register.

Note: When a person becomes 18yrs old and is transferring to Adult Services do not end their register record unless their S117 entitlement is ended.

Detention information

Date detained*

Start of S117 Entitlement*

S117 Qualifying Section*

Date of discharge / end of S117 entitlement

[Update record](#)

Help and Support

For help and support please speak to your local first line support team.