

# Recording of Supervision and Appraisal Database

This database has been provided to enable Devon County Council to centrally record the supervisions and appraisals of **DCC** staff.

This guide will explain how to:

- Record when staff supervision and appraisal was undertaken
- Record the number of **DCC** staff for whom you provide supervision or appraisals
- How to create a shortcut on your desktop to connect to the database

The database is located at:

<K:\CorData\Shared\Supervision Monitoring\Supervision Monitoring Adult - Updatev1.mdb>

Staff details will appear here

Click on drop-down and select Staff Name

Record staff supervision here

Need Help - Contact Management Information Team  
e:  
[acsmanagementinformation-mailbox@devon.gov.uk](mailto:acsmanagementinformation-mailbox@devon.gov.uk)

For any general enquiries on the use of the supervision database please e-mail:  
[acsmanagementinformation-mailbox@devon.gov.uk](mailto:acsmanagementinformation-mailbox@devon.gov.uk)

## To record a supervision/appraisal:

- 1) Click on 'Search Name' drop down menu at the top of the screen. If the name of the person receiving the supervision is not there, please e-mail [acsmanagementinformation-mailbox@devon.gov.uk](mailto:acsmanagementinformation-mailbox@devon.gov.uk) so that they can add the individual to the database.
- 2) Once selected this will populate information underneath the drop-down list such as their job role and PRISM assignment number.
- 3) The screen has four columns for you to record the supervision. It also shows all previous recorded supervisions/appraisals
- 4) 'Date' - click in box to bring up calendar
- 5) 'Name of Recording Manager' – This is a drop down menu, if the name of the manager is not there please e-mail [acsmanagementinformation-mailbox@devon.gov.uk](mailto:acsmanagementinformation-mailbox@devon.gov.uk)
- 6) 'Type' - select the relevant option from the drop down menu
- 7) Comments – For any comments you may have.

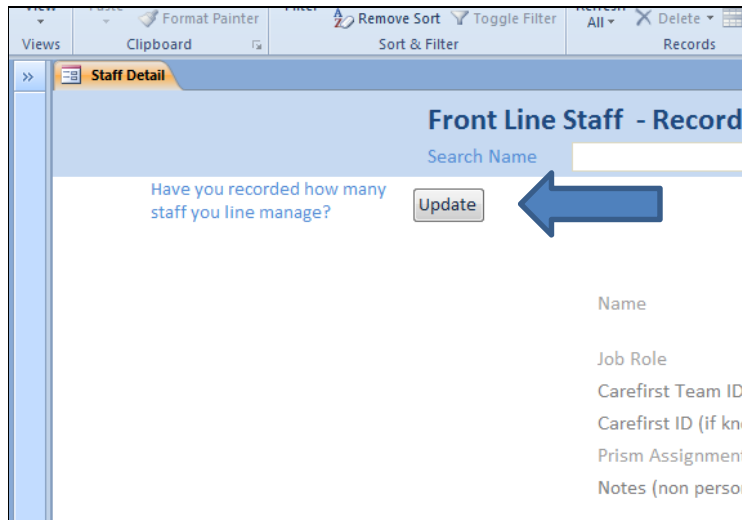
## Record the number of staff you provide supervision or appraisals for:

1. Open the database located at located at:  
<K:\CorData\Shared\Supervision Monitoring\Supervision Monitoring Adult - Updatev1.mdb>

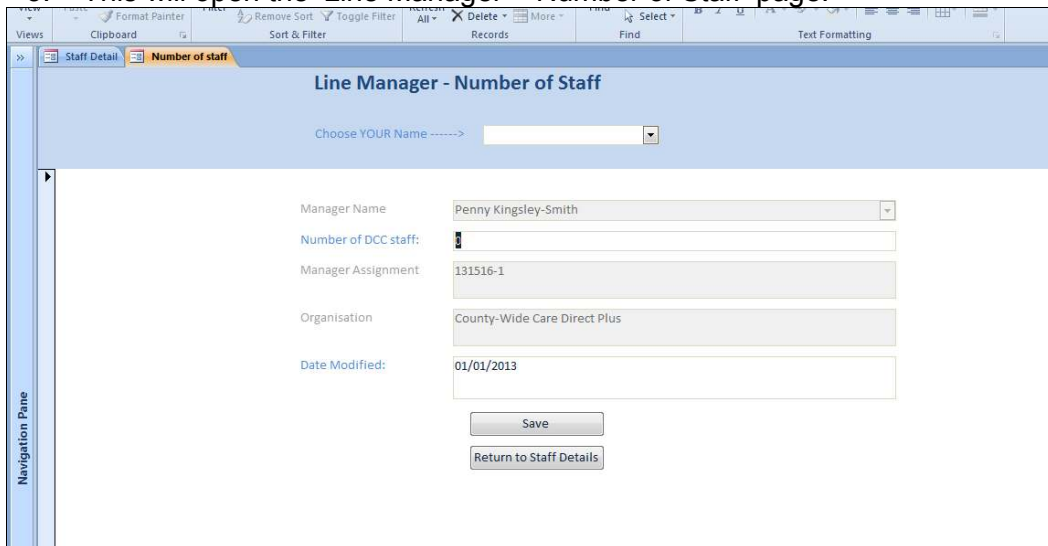
You will be taken to the page on which you record staff Appraisals and Supervision.

The screenshot shows a web application interface for recording supervision and appraisal data. The title is "Front Line Staff - Recording of Supervision and Appraisal". At the top, there is a "Search Name" dropdown menu. Below this, there is a question: "Have you recorded how many staff you line manage?" with an "Update" button. The main form contains several fields: "Name" (a dropdown menu with the text "A A Choose Name from drop down List"), "Job Role" (a dropdown menu with "DO NOT TYPE HERE"), "Carefirst Team ID (if known)", "Carefirst ID (if known)", "Prism Assignment", and "Notes (non personal)". Below the form is a "Supervision Record" table with columns: "Date", "Name of Recording Manager", "Type", and "Comments". The table is currently empty. At the bottom of the page, there is a blue box with the text: "Need Help - Contact Management Information Team e: acsmanagementinformation-mailbox@devon.gov.uk".

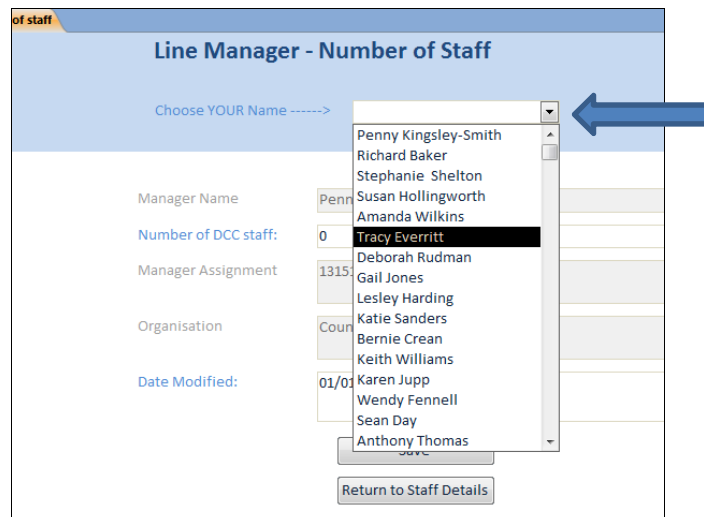
2. Click on the Update button



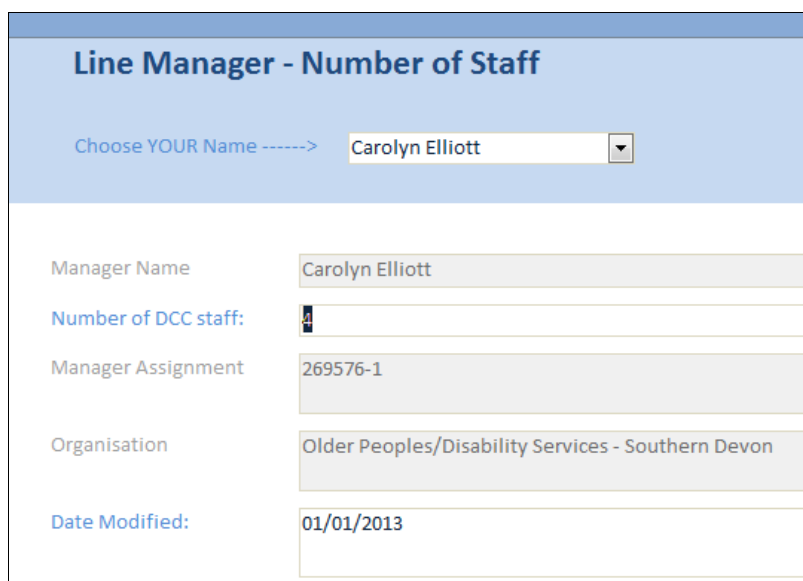
3. This will open the 'Line Manager – Number of Staff' page:



4. Select the name of the manager you want to view/change the record of, from the drop down list at the top of the page ('Choose your name').



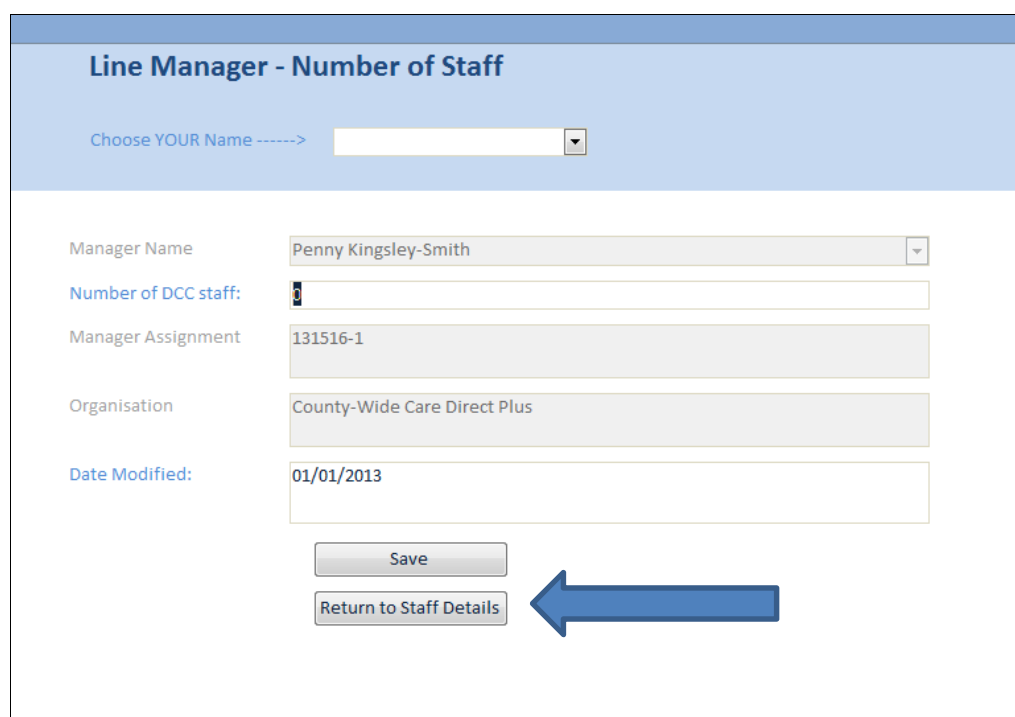
5. Once you have selected a name, the details will show the current record in the boxes below:



The screenshot shows a web form titled "Line Manager - Number of Staff". At the top, there is a dropdown menu labeled "Choose YOUR Name ----->" with "Carolyn Elliott" selected. Below this, the form displays the following details:

Manager Name	Carolyn Elliott
Number of DCC staff:	4
Manager Assignment	269576-1
Organisation	Older Peoples/Disability Services - Southern Devon
Date Modified:	01/01/2013

6. To change the record of how many staff you are responsible for:
- **Make sure you have the correct name selected in the 'Choose YOUR Name' drop-down list**
  - Change the number in the 'Number of DCC staff' field (you will need to left-click in the box).
  - Click the **Save** button
7. To return to the staff details page, click on the **'Return to Staff Details'** button.



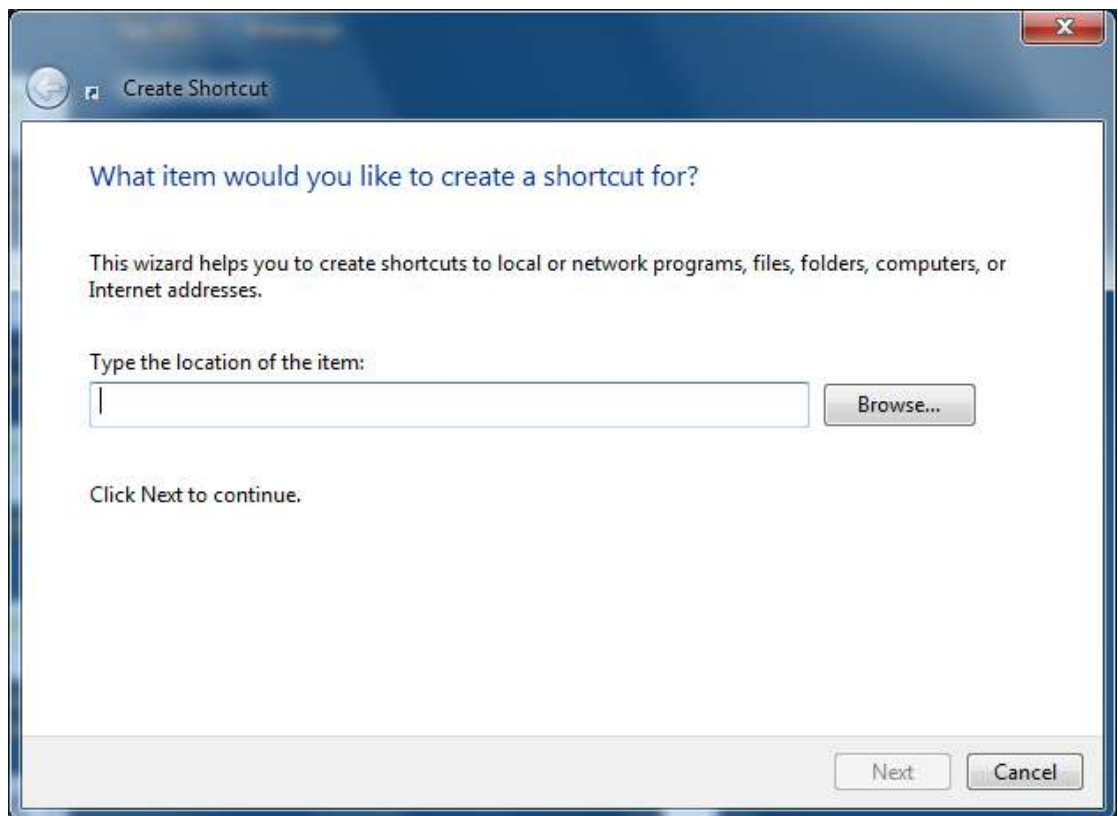
The screenshot shows the same web form titled "Line Manager - Number of Staff". The dropdown menu is empty. The details displayed are:

Manager Name	Penny Kingsley-Smith
Number of DCC staff:	1
Manager Assignment	131516-1
Organisation	County-Wide Care Direct Plus
Date Modified:	01/01/2013

At the bottom of the form, there are two buttons: "Save" and "Return to Staff Details". A large blue arrow points to the "Return to Staff Details" button.

**To create a shortcut to your desktop:-**

- 1) Go to your desktop
- 2) Right-click on an empty part of your desktop, select 'New', select 'Shortcut'
- 3) You should then get the following screen, copy and paste the following where it asks you to 'Type the location of the item':-  
<K:\CorData\Shared\Supervision Monitoring\Supervision Monitoring Adult - Updatev1.mdb>



- 4) Click 'Next'
- 5) Click 'Finish'

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