

## **Portsmouth Neurodiversity Team - online platform for completing profiling tools.**

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### **Introduction**

This guide provides a step-by-step overview on how to use the Neurodiversity Profiling tool online platform. The profiling tool platform is a digital solution that is used in Portsmouth to record, update and store neurodiversity profiling tools.

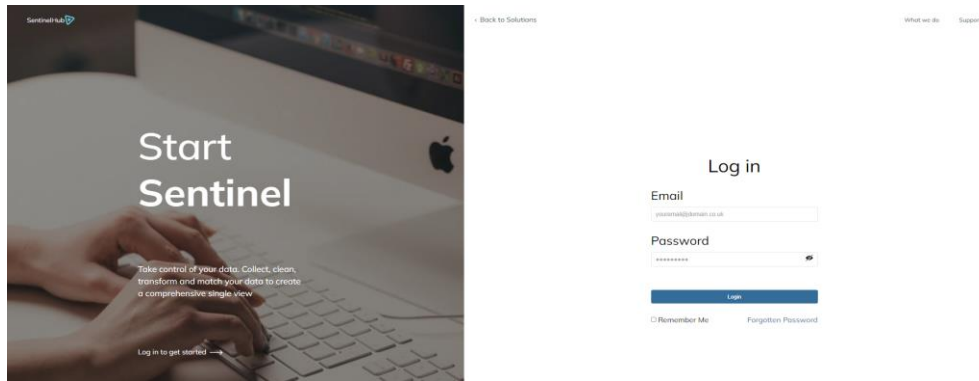
Each user will be issued with their own unique log in to access and use the portal, and we would recommend registering for this as soon as you can. The portal will also provide you with an overview of all the profiling tools that you have completed with families and will enable you to keep track of all the that you are involved with. This digital solution should support you as a practitioner with an overview of your profiling tools and will also provide a time saving solution.

### **Registering to use the ND Portal**

Professionals who wish to complete a neurodiversity profiling tool will need to register to use the ND portal in the first instance.

Step by step guide:

- Practitioner to register to use the portal by emailing Neurodiversity0-19Enquiries@portsmouthcc.gov.uk
- Business Support team create will create a new user in the system and email user log in and password
- Practitioner logs onto the ND portal [SentinelHub - Master Your Data Management \(sentinelpartners.co.uk\)](https://sentinelpartners.co.uk)



- Logging on requires a 2-step authentication, you will be emailed a code to your email address to enable you to log in.

## Log in

Email

Code

Please check your email for a code

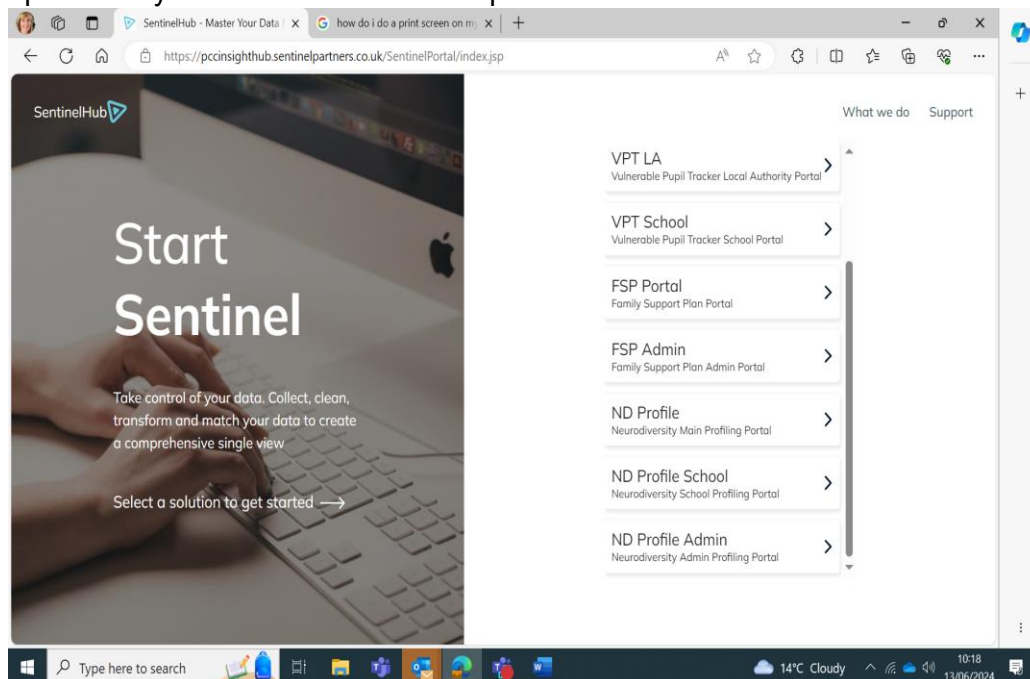
[Email Changed?](#)

☐ Remember Me

[Forgotten Password](#)

## Home Page

- When you log in you will be taken to the home page, and you will see there are 3 options for you to click on for the ND portal:



**ND Profile** - use this option if you are not part of a school and are part of a service or agency completing an ND profile for a young person.

**ND Profile School** - Use this option if you are a member of staff from a school. Within this portal when you choose a child that they want to create a profile for, the profile will be prefilled with their personal information and assigned to the child as soon as it's created.

It will also stop you from creating duplicate profiles for children who already have a profile assigned to them.

Each profile is attached to a child rather than a school. Which means that if a child transfers between from school 1 to school 2 that means that their record with the ND Profile will disappear from the school 1 Portal and appear in the school 2 Portal.

**ND Profile Admin** - This option will be used by the ND team within this we will be able to see all the ND profiles that have been completed via the Portal.

## Navigating the ND Portal

- Once you are logged in, this will take you to the main homepage and dashboard screen. At the top you can see the **ND Profile List** which will list all the ND profiles that are linked to your school. **Add New ND Profile** tab to create a new ND profile and the **Portal** tab which will take you back to the log in screen.

- Underneath you can see 5 coloured tabs, click on these to see any ND profiles in the following categories:

**Green** - Any active ND profiles in your school

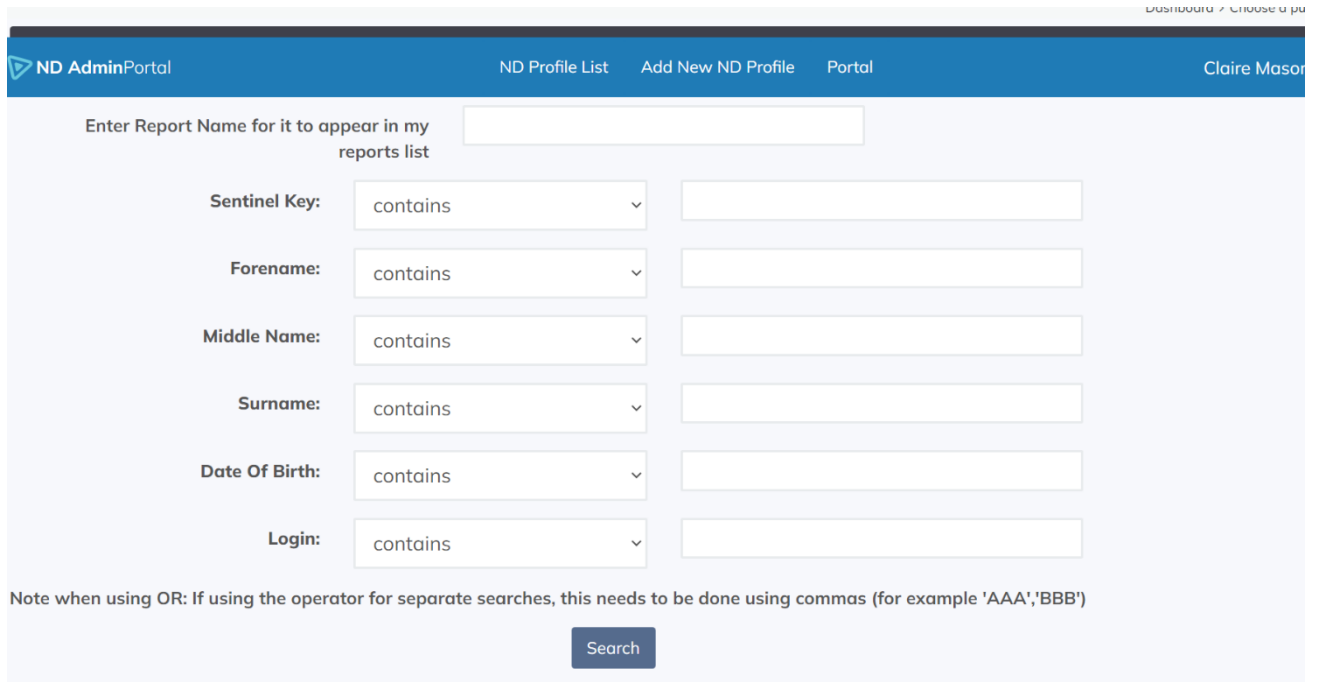
**Blue** - Any ND profiles that have been started and need completing.

**Yellow** - Any ND profiles that are requiring review in the next week.

**Red** - Any ND profile duplicates that may require review to see if they can be deleted.

### How to add a NEW ND profile

- Click on the Add New ND Profile tab.



Enter Report Name for it to appear in my reports list

Sentinel Key: contains

Forename: contains

Middle Name: contains

Surname: contains

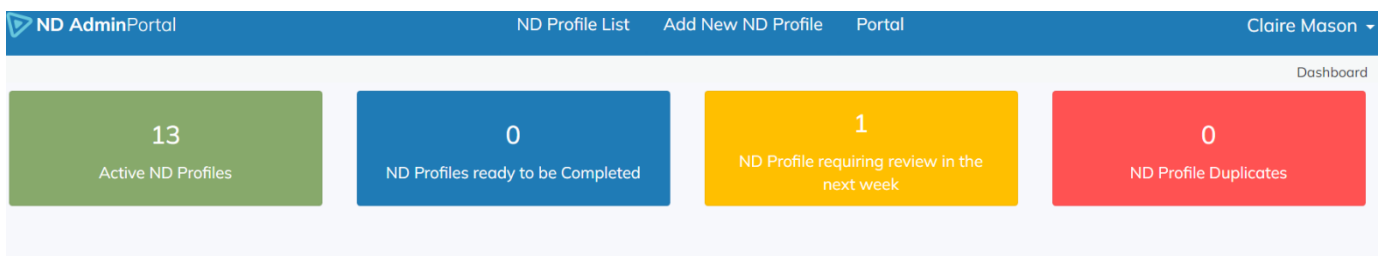
Date Of Birth: contains

Login: contains

Note when using OR: If using the operator for separate searches, this needs to be done using commas (for example 'AAA','BBB')

Search

- Search for the pupil that you want to add the ND profile on for.



- Click on the name of the pupil that you want to add the ND profile on for.
- You will then be able to complete the ND profile using the sliders to mark where you think they sit. You can record the differences between home and school using the relevant sections.

Save Exit

How do you feel about these areas of your life at the moment?

Low

High

At School:

Speech And Language Ability

Energy Levels

Attention Skills

Impulse Control

Emotion Regulation Skills

Motor Skills

Sensory Needs

Flexibility And Adaptability

Empathising And Systemysing Skills

Cognitive Abilities

At Home:

NDProfile

Add New ND Profile

ND Profile List

Portal

Claire Ma

Energy Levels

Attention Skills

Impulse Control

Emotion Regulation Skills

Motor Skills

Sensory Needs

Flexibility And Adaptability

Empathising And Systemysing Skills

Cognitive Abilities

- Once you have completed this section click the next button.
- You can then complete the next section of the profiling tool.

1 ND Areas

2 Child Characteristics

3 Complete

Prev

Next

Save Exit

Child Characteristics

They are at their best when:

It is more difficult for them when:

NDProfile

Add New ND Profile

ND Profile List

Portal

Claire

What else can explain their profile:

Other comments:

Resources/strategies and adaptations required:

NDProfile Add New ND Profile ND Profile List Portal Claire Ma

1 ND Areas 2 Child Characteristics 3 Complete Prev Finish

Review Date  Clear

Signed Agreement that the party member has fully read through the profile and will agree to work on the resources an strategies mentioned in the form

Signed by Professional ☐

Professional Name

Parent/Carer Name

Parent/Carer Name

Shared Secret

- Once you have completed the profile click on the Finish button.
- You will see that the ND profile is then recorded on the Active ND profiles section.

NDProfile Add New ND Profile ND Profile List Portal Claire Mason

10 records per page

Edit	Download Original Form	Add Review	Sentinel Key	Nd Id	Status	Forename	Surname	Date Of Birth	Practitioner
	Download Original Form	Add Review		379126436	Active	Claire	Mason	2023-12-14	Claire Mason

Showing 1 to 1 of 1 entries

### **Add a review.**

- To add a review, click on the add review button:

ND AdminPortal ND Profile List Add New ND Profile Portal Claire Mason

Impulse Control

Emotion Regulation Skills

Motor Skills

Sensory Needs

Flexibility And Adaptability

Empathising And Systemising Skills

Cognitive Abilities

Original ND Form

10 records per page

Edit	Download Original Form	Add Review	Sentinel Key	Nd Id	Status	Forename	Surname	Date Of Birth	Practitioner
	Download Original Form	Add Review		379126436	Active	Claire	Mason	2023-12-14	Claire Mason

- Complete the sections of the review form and click the next button when you are ready to move onto the next one:

ND AdminPortal ND Profile List Add New ND Profile Portal Claire Mason

**Neurodiversity multi-disciplinary team Review of Profiling Tool and request for Neurodiversity assessment**

In order for the Neurodiversity team to consider a request for assessment the profiling tool must be completed and strategies and support implemented for a period of time.

A review meeting must be held with the school and family in order to review the profiling tool and look at any missing support requirements.

**Child information**

Forename: Claire

Surname: Mason

Date Of Birth: 14/12/2023

**Meeting Information**

Meeting Date: [empty] Clear

**People present in the meeting**

Forename: [empty] Surname: [empty]



The screenshot shows the 'ND AdminPortal' interface. The top navigation bar includes 'ND Profile List', 'Add New ND Profile', and 'Portal'. The user 'Claire Mason' is logged in. The breadcrumb trail is 'Dashboard > Active ND Profiles > ND\_PROFILE\_OVERVIEW > ND\_PROFILE\_REVIEW\_FORM'. The main heading is 'ND Profile Review'. The progress bar shows three steps: '1 Personal Information', '2 Past review and actions', and '3 Next Steps' (which is active). A 'Save Exit' button is visible. The form contains a dropdown for 'Other agencies involved with the child:', a table for 'ND areas of need identified by profiling tool:' with categories like 'Speech and Language ability', 'Sensory Needs', 'Energy Levels', 'Flexibility And Adaptability', 'Attention Skills Impulse Control', 'Empathising And Systemysing Si', 'Emotion Regulation Skills', 'Cognitive Abilities', and 'Motor Skills', and a field for 'Date Profiling Tool completed and by who?'.

- Once you have finished click on the save and exit button:

This screenshot shows the same 'ND Profile Review' form after the 'Save Exit' button has been clicked. The 'Next Steps' section now contains three text input fields: 'Next steps/Plan (Review)', 'Following MDT', and 'Feedback to parent'. The 'Finish' button is now visible in the progress bar. A green notification box at the bottom right states 'Record Saved'.

### Printing the ND profile.

- To print the ND profile, click on download original form

ND AdminPortal ND Profile List Add New ND Profile Portal Claire Mason

Empathising And Systemysing Skills Cognitive Abilities

Original ND Form

10 records per page

Edit	Download Original Form	Add Review	Sentinel Key	Nd Id	Status	Forename	Surname	Date Of Birth	Practitioner
	Download Original Form	Add Review		379126436	Active	Claire	Mason	2023-12-14	Claire Mason

Showing 1 to 1 of 1 entries

Assigned Users

10 records per page

ND Profile Review List

25 rows records per page

Search:

- Click on the print icon to print:

ND AdminPortal ND Profile List Add New ND Profile Portal Claire Mason

Dashboard > Active ND Profiles > ND\_PROFILE\_OVERVIEW > ND Profile Form

ND Profile Form

Original Form

Neurodiversity Form

Nd Id 379126436

Status Active

Practitioner Name Claire Mason

Start Date 2023-12-14

Child Information:

Forename Surname Date of Birth

Claire Mason 2023-12-14

Address Line Town Postcode

### Assign a professional to the ND profile.

- To assign a professional to have access to the ND profile. Click on the assign professional button:

The screenshot shows the ND AdminPortal interface. At the top, there's a navigation bar with 'ND AdminPortal', 'ND Profile List', 'Add New ND Profile', 'Portal', and a user dropdown 'Claire Mason'. Below this, the 'Original ND Form' section displays a table with one entry for 'Claire Mason' with dates '2023-12-14' and '2024-12-12'. Buttons for 'Close Profile' and 'Assign Professional' are visible. Below the table, it says 'Showing 1 to 1 of 1 entries'. The 'Assigned Users' section shows a table with no data available. To the right, the 'ND Profile Review List' shows a single entry with 'Nd Id' 379126436 and a 'Meeting Date'.

- Complete the relevant fields and click the save button:

The screenshot shows a modal form titled 'Add Professional to ND Profile'. It contains several fields: 'Nd Id' (379126436), 'Enter the name of Practitioner' (empty), 'User Id' (dropdown with 'Enter search'), 'Start Date' (empty), 'End Date' (empty), and 'Required Fields' (checkboxes for 'help' and 'Save'). A 'Get Person' button is also present. The background shows the same ND AdminPortal interface as the previous screenshot.

- The professional will then have access to the ND profile. **Please note the professional will need to be registered to access the ND portal to be assigned to the profile.**

### Close the ND profile.

- Click on the close profile button:

The screenshot shows the 'ND AdminPortal' interface. At the top, there are navigation links: 'ND Profile List', 'Add New ND Profile', and 'Portal'. The user 'Claire Mason' is logged in. The main section is titled 'Original ND Form'. It features a table with columns: Forename, Surname, Date Of Birth, Practitioner Name, Start Date, Review Date, Close or Complete Profile, and Assign Professional. The table contains one entry for 'Claire Mason' with a birth date of '2023-12-14' and a review date of '2024-12-12'. Below the table, there are buttons for 'Close Profile' and 'Assign Professional'. To the left, there is a section for 'Assigned Users' which is currently empty, showing 'No data available in table'. To the right, there is a section for 'ND Profile Review List' with a search bar and a table with columns: Edit, Nd Id, Sentinel Key, and Meeting Date. The table contains two entries with 'Nd Id' 379126436.

- Complete the box and then click the save button:

The screenshot shows the 'ND AdminPortal' interface with an 'Edit' modal open. The modal has a title bar 'Edit' and a close button. It contains a 'Status' dropdown menu set to 'Closed'. Below it is a 'Closure Reason' field with a red asterisk indicating it is required. At the bottom of the modal, there is a 'Required Fields' section with a red asterisk, a 'help' button, and a 'Save' button. The background shows the same 'Original ND Form' and 'Assigned Users' sections as the previous screenshot.