

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.

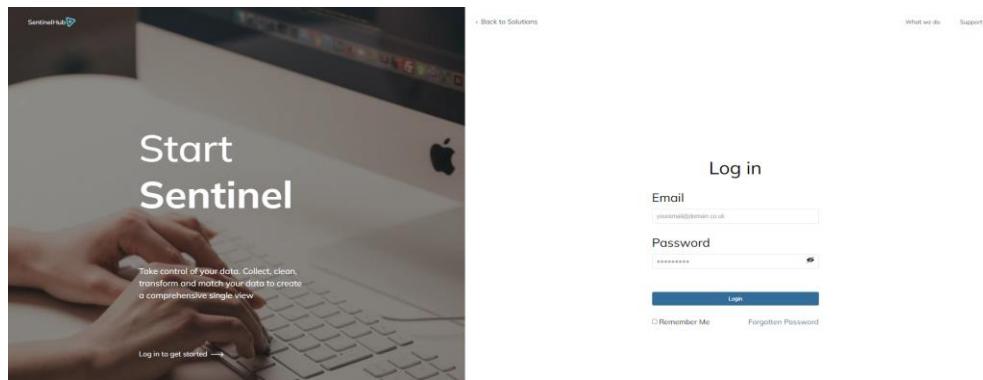
Each user will be issued with their own unique log in to access and use the portal, and we would recommend registering for this as soon as you can. The portal will also provide you with an overview of all the profiling tools that you have completed with families and will enable you to keep track of all 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)



- 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

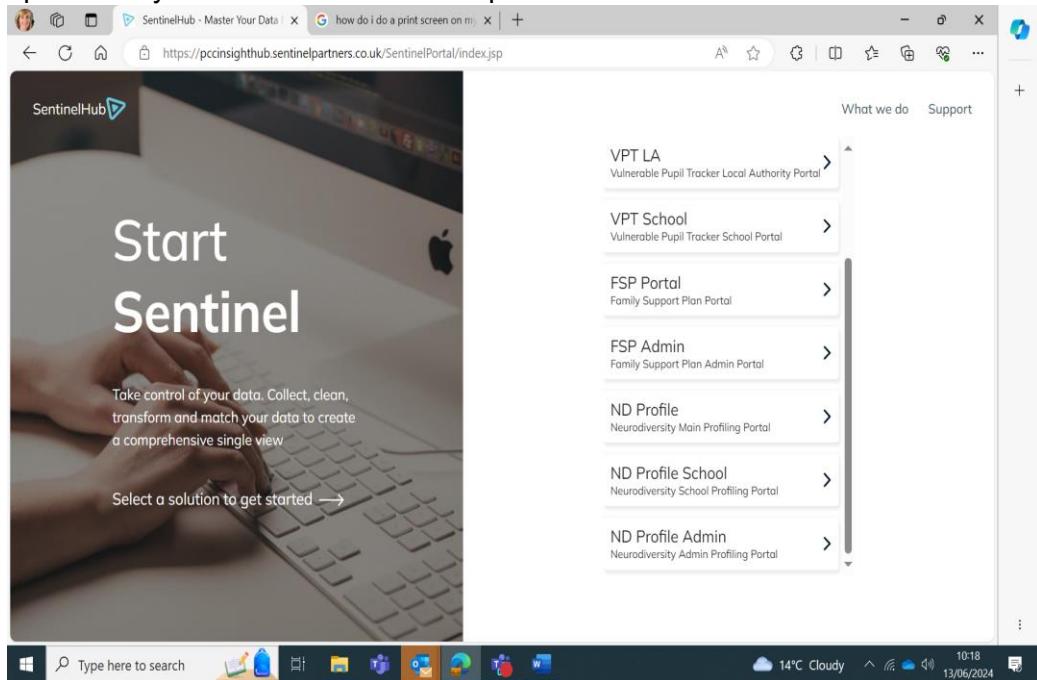
Please check your email for a code

[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.

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

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.

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

- 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:

Area	How do you feel?
Speech And Language Ability	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Energy Levels	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Attention Skills	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Impulse Control	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Emotion Regulation Skills	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Motor Skills	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Sensory Needs	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Flexibility And Adaptability	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Empathising And Systemising Skills	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Cognitive Abilities	<div style="width: 100%;"><div style="width: 50%;"></div></div>

At Home:

Area	How do you feel?
Energy Levels	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Attention Skills	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Impulse Control	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Emotion Regulation Skills	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Motor Skills	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Sensory Needs	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Flexibility And Adaptability	<div style="width: 100%;"><div style="width: 50%;"></div></div>
Empathising And Systemising Skills	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Cognitive Abilities	<div style="width: 100%;"><div style="width: 50%;"></div></div>

Add New ND Profile
ND Profile List
Portal
Claire Ma...

- 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 Mason

1 ND Areas 2 Child Characteristics 3 Complete Prev Finish

Review Date

Signed Agreement that the party member has fully read through the profile and will agree to work on the resources and 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
Impulse Control	0	0	0	0	0	0	0
Emotion Regulation Skills	0	0	0	0	0	0	0
Motor Skills	0	0	0	0	0	0	0
Sensory Needs	0	0	0	0	0	0	0
Flexibility And Adaptability	0	0	0	0	0	0	0
Empathising And Systemising Skills	0	0	0	0	0	0	0
Cognitive Abilities	0	0	0	0	0	0	0

Original ND Form

10 records per page

Edit Download Original Form Add Review Sentinel Key Nd Id Status Forename Surname Date Of Birth Practitioner

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	<input type="text"/> <input type="button" value="Clear"/>
--------------	---

People present in the meeting

Forename	Surname
<input type="text"/>	<input type="text"/>



ND AdminPortal

ND Profile List Add New ND Profile Portal Claire Mason

Dashboard > Active ND Profiles > ND_PROFILE_OVERVIEW > ND_PROFILE REVIEW FORM

ND Profile Review

1 Personal Information 2 Past review and actions 3 Next Steps

Save Exit

Other agencies involved with the child:

ND areas of need identified by profiling tool:

Speech and Language ability	Sensory Needs
Energy Levels	Flexibility And Adaptability
Attention Skills Impulse Control	Empathising And Systemysing S
Emotion Regulation Skills	Cognitive Abilities
Motor Skills	

Date Profiling Tool completed and by who?

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

ND AdminPortal

ND Profile List Add New ND Profile Portal Claire Mason

Dashboard > Active ND Profiles > ND_PROFILE_OVERVIEW > ND_PROFILE REVIEW FORM

ND Profile Review

1 Personal Information 2 Past review and actions 3 Next Steps

Save Exit

Next steps/Plan (Review)

Following MDT

Feedback to parent

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 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 Name Download Original Form Add Review 379126436 Active Claire Mason 2023-12-14 Claire Mason

Showing 1 to 1 of 1 entries

Assigned Users ND Profile Review List Actions▼ 10 records per page 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: Forname 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:



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

Original ND Form

10 records per page

Forename Surname Date Of Birth Practitioner Name Start Date Review Date Close or Complete Profile Assign Professional

Claire Mason 2023-12-14 Claire Mason 2023-12-14 2024-12-12 Close Profile Assign Professional

Showing 1 to 1 of 1 entries

Assigned Users

10 records per page

View Active Nd Id Sentinel Key Name Start Date End

No data available in table

ND Profile Review List Actions

25 rows records per page

Search:

Edit Nd Id Sentinel Key Meeting Date

379126436

- Complete the relevant fields and click the save button:

ND AdminPortal

Original ND Form

10 records per page

Forename Surname Date Of Birth

Claire Mason 2023-12-14

Showing 1 to 1 of 1 entries

Assigned Users

10 records per page

View Active Nd Id Sentinel Key Name Start Date End

No data available in table

Showing 0 to 0 of 0 entries

Add Professional to ND Profile

Required Fields * Save

Nd Id 379126436

Enter the name of Practitioner

User Id * Enter search

Start Date * Clear

End Date Clear

Required Fields * help Save

Claire Mason

Actions

- 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:



ND AdminPortal

Original ND Form

10 records per page

Forename Surname Date Of Birth Practitioner Name Start Date Review Date Close or Complete Profile Assign Professional

Claire Mason 2023-12-14 Claire Mason 2023-12-14 2024-12-12 Close Profile Assign Professional

Showing 1 to 1 of 1 entries

Assigned Users

10 records per page

View Active Nd Id Sentinel Key Name Start Date End

No data available in table

Showing 0 to 0 of 0 entries

ND Profile Review List

25 rows records per page

Search:

Edit Nd Id Sentinel Key Meeting Date

379126436

379126436

- Complete the box and then click the save button:

ND AdminPortal

Original ND Form

10 records per page

Forename Surname Date Of Birth Practitioner Name Start Date Review Date Close or Complete Profile Assign Professional

Claire Mason 2023-12-14

Showing 1 to 1 of 1 entries

Assigned Users

10 records per page

View Active Nd Id Sentinel Key Name Start Date End

No data available in table

Showing 0 to 0 of 0 entries

Edit

Status: Closed

Closure Reason *

Required Fields *

Help Save

ND Profile Review List

Search:

Edit Nd Id Sentinel Key Meeting Date

379126436

379126436