

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.

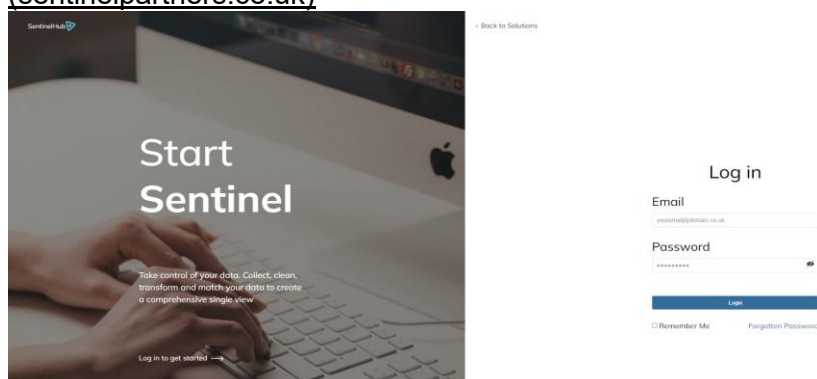
Each user will be issued with their own unique log in to access and use the portal, and we would recommend registering for this as soon as you can. The portal will also provide you with an overview of all the profiling tools that you have completed with families and will enable you to keep track of all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

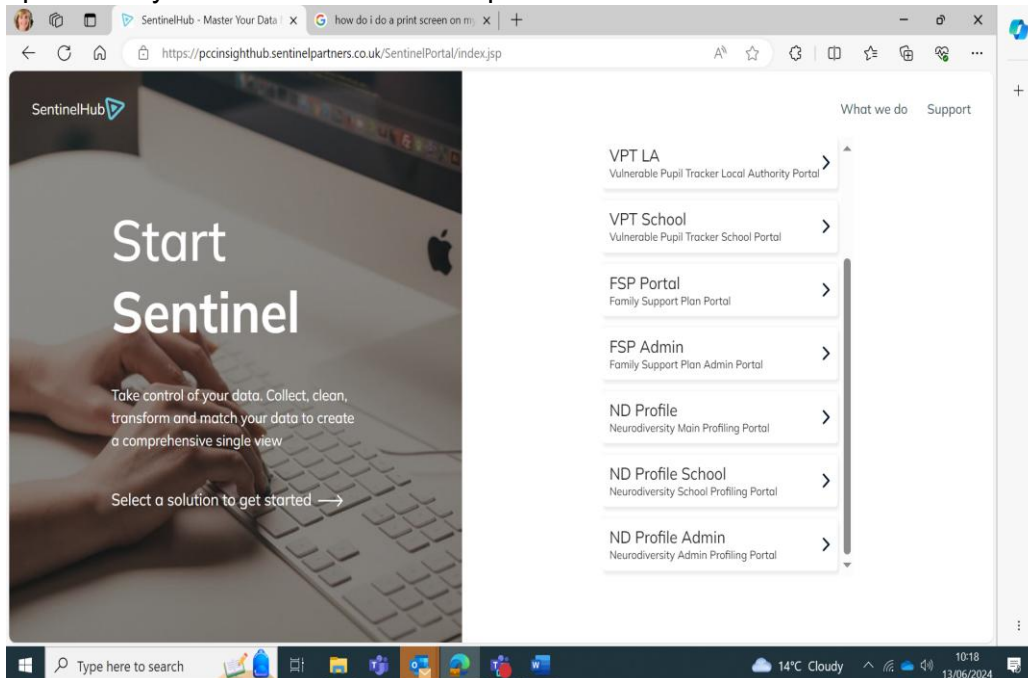
[Email Changed?](#)

☐ 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.

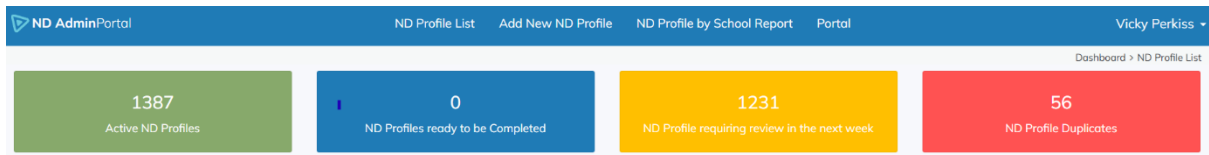
Each profile is attached to a child rather than a school. Which means that if a child transfers between from school 1 to school 2 that means that their record with the ND Profile will disappear from the school 1 Portal and appear in the school 2 Portal.

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 - this can be used to search for profiles already completed.***

- **Add New ND Profile** tab to create a new ND profile
- **ND Profile by school report** - **this will show you how many profiles have been completed within your school**
- and the **Portal** tab which will take you back to the log in screen.



- you can see 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.

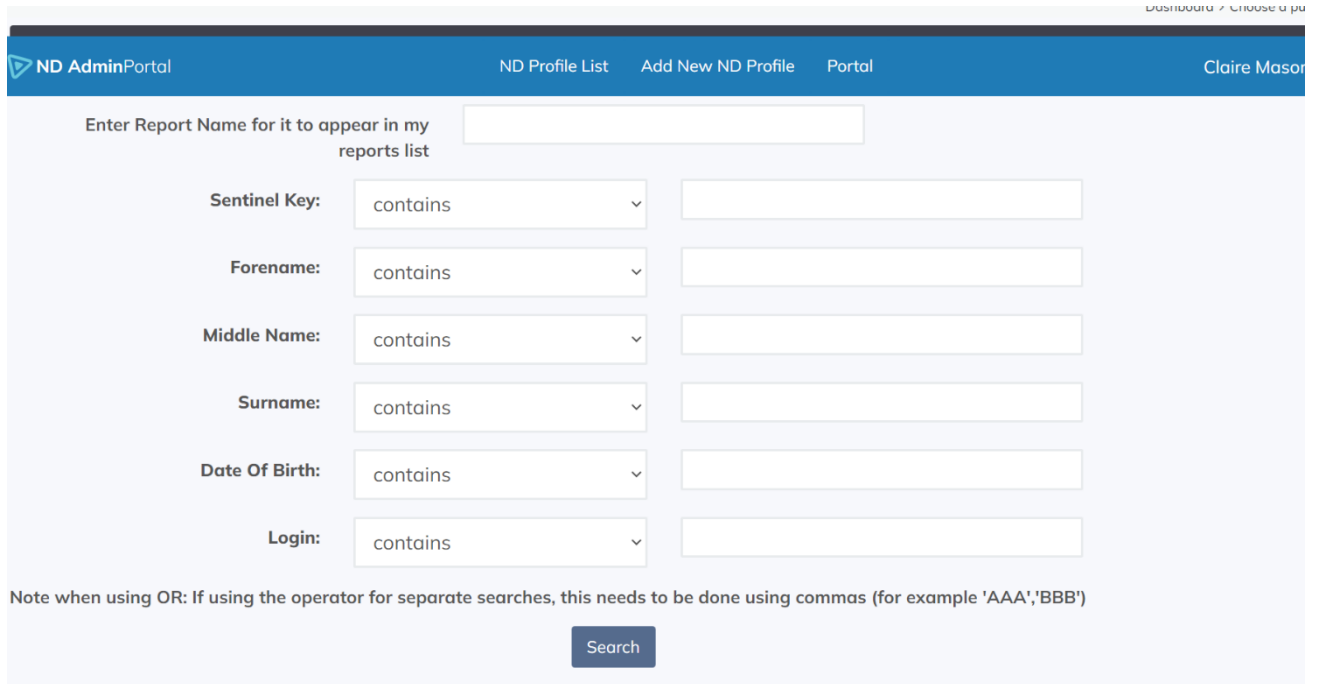
Red - Any ND profile duplicates that may require review to see if they can be deleted.

- If any at point you need to go back to the last page you were on - look in top right hand corner and press the page that you need to go back to - this will take you back there without coming out of the young person's page

Dashboard > ND Profile List > ND_PROFILE_OVERVIEW > ND Profile Form

How to add a NEW ND profile

- Click on the Add New ND Profile tab.
- Search for the pupil that you want to add the ND profile on for.



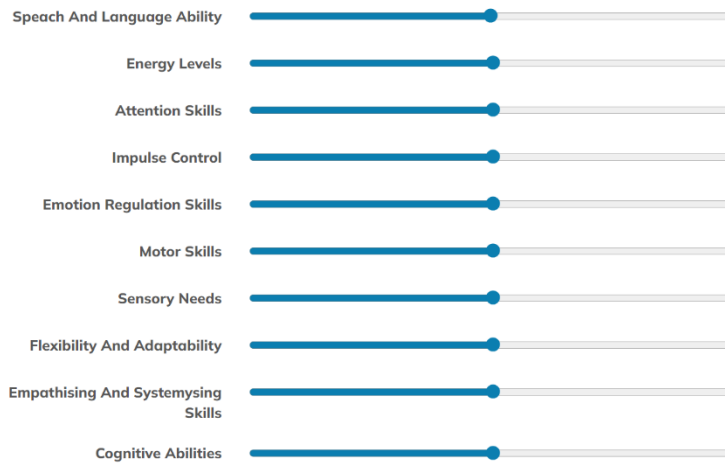
- Click on the name of the pupil that you want to add the ND profile on for.
- You will need to fill in all the personal information - Parental consent must be filled in otherwise the form will not move onto the next page
- You will then be able to complete the ND profile using the sliders to mark where you think they sit. You can record the differences between home and school using the relevant sections.

Save Exit

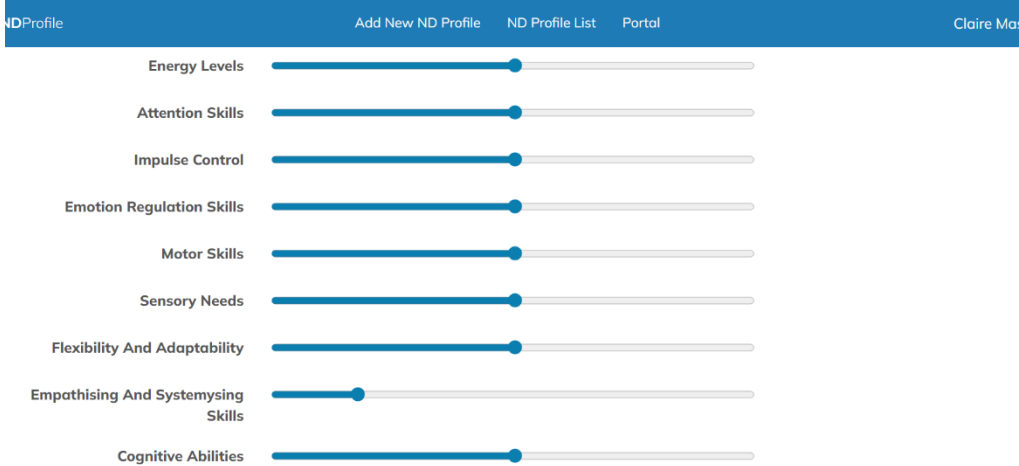
How do you feel about these areas of your life at the moment?

Low				High
-----	--	--	--	------

At School:



At Home:



- 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

PrevNext

Save Exit

Child Characteristics

They are at their best when:

It is more difficult for them
when:

NDProfile

Add New ND ProfileND Profile ListPortal

Claire Ma

What else can explain their
profile:

Other comments:

Resources/strategies and
adaptations required:

NDProfile

Add New ND ProfileND Profile ListPortal

Claire Ma

1 ND Areas

2 Child Characteristics

3 Complete

PrevFinish

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

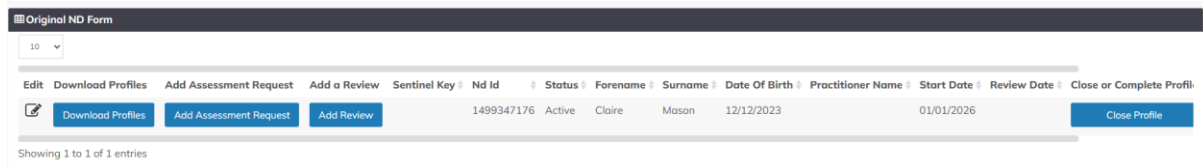
Parent/Carer Name

Parent/Carer Name

Shared Secret

- Once you have completed the profile click on the Finish button.

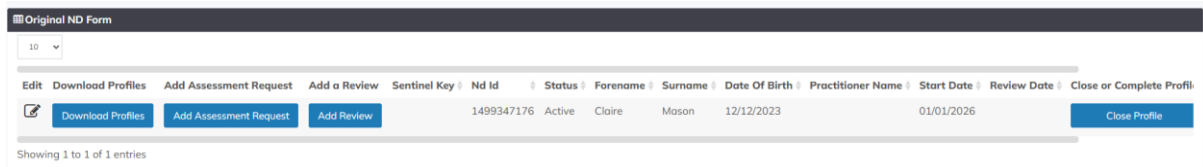
- You will see that the ND profile is then recorded on the Active ND profiles section.



Edit	Download Profiles	Add Assessment Request	Add a Review	Sentinel Key	Nd Id	Status	Forename	Surname	Date Of Birth	Practitioner Name	Start Date	Review Date	Close or Complete Profile
	Download Profiles	Add Assessment Request	Add Review		1499347176	Active	Claire	Mason	12/12/2023		01/01/2026		Close Profile

Add a review.

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



Edit	Download Profiles	Add Assessment Request	Add a Review	Sentinel Key	Nd Id	Status	Forename	Surname	Date Of Birth	Practitioner Name	Start Date	Review Date	Close or Complete Profile
	Download Profiles	Add Assessment Request	Add Review		1499347176	Active	Claire	Mason	12/12/2023		01/01/2026		Close Profile

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

Neurodiversity Profile – Review Form

Purpose

This review is completed together with the family once the Neurodiversity Profile has been completed and the agreed support and strategies have had time to embed.

The review helps everyone reflect on:

- whether there have been any changes over time
- the impact of strategies and support
- what should happen next

There are no right or wrong answers.

Section 1: Review details

Child or young person's name:

Date of review: Clear

People involved in this review (tick all that apply):

Child / young person ☐

Parent / carer ☐

School staff ☐

Health professional ☐

Other ☐

Time since profile completed:

- Once you have completed these sections press the next button

Section 2: Review of profile scales

Using the original Neurodiversity Profile, review whether there have been any changes in the following areas.

Communication / understanding: *

Energy levels: *

Attention and impulse control: *

Emotional regulation: *

Sensory needs: *

Flexibility and coping with change: *

If there have been changes, please describe what is different now: *

Any further comments/feedback: *

- Continue through the form until all sections have been completed
- Once you have finished click on the save and exit button:
- This will then appear under the ND profile review list

ND Profile Review List					Actions
25 rows	Column visibility	Q:			
Id	Edit Review	Nd Id	Sentinel Key	Download Review	
3	Edit Review	1499347176	11150942	Download Review	
4	Edit Review	1499347176	11150942	Download Review	
Showing 1 to 2 of 2 entries					Previous 1 Next

- There is no limit on the number of reviews that can take place

Adding a request for assessment

- When you are ready to request an assessment
- Click on the Add assessment request button

Original ND Form										
10										
Edit	Download Profiles	Add Assessment Request	Add a Review	Sentinel Key	Nd Id	Status	Forename	Surname	Date Of Birth	Practitioner Name
Download Profiles	Add Assessment Request	Add Review		1499347176	Active	Claire	Mason	12/12/2023	01/01/2026	Close Profile
Showing 1 to 1 of 1 entries										

- Work through the form - parent consent must be selected before the form will continue
- This form is the same as the paper Request for assessment form being previously used.
- Once the form is completed press the complete button

The request for assessment will then appear under the ND request for assessment paperwork section

ND Request for Assessment Paperwork

Actions

25 rows

Column visibility

Q:

Id	Edit Review	Nd Id	Sentinel Key	Meeting Date	Download Request for Assess
1499347177	Edit Assessment	1499347176			Download Request for Assessn

Showing 1 to 1 of 1 entries

Previous

1

Next

- Email your family support worker to let them know that the reviews and the request for assessment have been completed on Sentinel - they will then transfer these ready for case review.

Printing the ND profile.

- To print the ND profile, click on download profiles

Edit	Download Profiles	Add Assessment Request	Add a Review
	Download Profiles	Add Assessment Request	Edit Current Review
Showing 1 to 1 of 1 entries			

- 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:

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	<button>Close Profile</button>	<button>Assign Professional</button>

Showing 1 to 1 of 1 entries

Assigned Users

10 records per page

View	Active	Nd Id	Sentinel Key	Name	Start Date	End Date
No data available in table						

ND Profile Review List

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

Add Professional to ND Profile

Required Fields * Save

Nd Id 379126436

Enter the name of Practitioner

Get Person

User Id *

Start Date *

Clear

End Date

Clear

Required Fields * help Save

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
No data available in table			

Showing 0 to 0 of 0 entries

- 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

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 Date
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
edit	379126436		
edit	379126436		

- Complete the box and then click the save button:

The screenshot shows the ND AdminPortal interface. A modal window titled 'Edit' is open, displaying the following fields:

- Status: Closed (dropdown menu)
- Closure Reason: (text area with a red asterisk indicating it is a required field)
- Required Fields: (section with a red asterisk and 'help' and 'Save' buttons)

The background shows a table with columns: Forename, Surname, Date C. The table contains one entry: Claire, Mason, 2023-12. Below the table is a section for 'Assigned Users' with a table that has columns: View, Active, Nd Id, Sentinel Key, Name, Start Date, Enc. The table is empty, showing 'No data available in table'.

Uploading documents

- Search and find the young person
- Scroll down to the bottom of their overview page
- To upload documents, drag and drop them into the import documents box

The screenshot shows the 'Import Documents' section. It includes a warning message and instructions for uploading files.

Import Documents

⚠ Please read before uploading:

- Do NOT use the following characters in file names: ! @ £ \$ % ^ * () & " / \
- Password-protected files are NOT allowed

➡ Drop files to upload
(or click)

- All uploaded documents will then appear in the documents overview section

Documents Overview					Actions
25 rows	Column visibility		Q:		
	Created	Created By	Download	File Name	
☐	27/08/2026	vicky.perkiss@portsmouthcc.gov.uk	Download	Information Gathering Questionnaire - Parent carer.docx	
Showing 1 to 1 of 1 entries					Previous 1 Next