**Data and Digital Solutions Fund Application Form**

## **Project 2a: User research into social worker inputted data to CMS**

## **Application Stage 1 – Contact Details**

**You must complete the application stage 1 table below as part of your bid.**

|  |  |
| --- | --- |
| **Project:** |  |
| **Name of LA:** |  |
| **Are you applying as an individual LA or as part of a group?** |  |
| **If you are applying on behalf of a group, please list the other LAs in your group.**  NB – as lead LA, you will be responsible for the grant funding and reporting requirements that form part of this grant offer. |  |
| **Name of Bidding Officer:** |  |
| **Role of Bidding Officer:** |  |
| **Lead Bidding Officer contact email:** |  |

## **Application Stage 2 – Declaration**

**You must complete the application table 2 below as part of your bid.**

|  |  |
| --- | --- |
| **DECLARATION\* (Please complete in block capitals)**  Signatures must be either be submitted electronically or scanned in. | |
| I confirm that the information given in this application is true and complete; that, if successful, the LA will administer any grant in accordance with the section 14 grant letter supplied by the Department for Education. | |
| **Full name:** |  |
| **Position (Job Title):** |  |
| **Project** |  |
| **Date:** |  |
| **Contact details including email address:** |  |
| **Signature:** | <please provide signature> |
| **Countersigned (by the DCS):** | <please provide signature> |

## **Application Stage 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 2a: User research into social worker inputted data to CMS.** | | | |
| Recording of information and data is an important element of social work. It provides information for decision-making, and records that help those that have received children’s social care services make sense of their life story.  Part of what social workers record is directly relevant to their social work with and record-keeping for the children and families on their caseload. They also spend part of their time recording information and data for wider audiences and purposes not directly related to this, e.g. to inform service planning and strategic oversight.  CMS are designed to support both social work with children and families and statutory data collection, but we have been told that statutory data collection is prioritised in how they are structured. It has been suggested that this can get in the way of achieving CMS that support good social work. Social workers frequently told the independent review of children’s social care that strict conditions for when, how and what data must be input into CMS directly influences their practice ([Recommendation annexes, p207](https://childrenssocialcare.independent-review.uk/wp-content/uploads/2022/05/Recommendation-annexes.pdf)).  To help us think about how recording could be made less burdensome and time-consuming for social workers, we want to understand in more detail what information and data social workers are recording, and how social workers’ data recording is impacting their social work practice. We also want to understand more about the value of the information and data that social workers record through their CMS (to them and the children and families they work with, and to others), and whether there might be ways to gather information and data that is of benefit to the wider CSC system in a way that reduces the recording burden on social workers and makes it easier to design CMS that support good social work. | | | |
| **Project 2a: Specification** | | | |
| The department is seeking up to six LA partners to undertake user research and business analysis, focussing on (as a minimum) social workers in child protection and initial assessment teams. At least six social workers must be interviewed. User research should include an in-depth 1-1 interview with each social worker to work through their CMS recording journey in detail.  The skills required of a senior user researcher can be found at this weblink: [https://www.gov.uk/guidance/user-researcher#senior-user-researc](https://www.gov.uk/guidance/user-researcher#senior-user-researcher)her  The skills required of a senior business analyst can be found at this weblink: <https://www.gov.uk/guidance/business-analyst--2#senior-business-analyst>  A business analyst from each of the projects will be expected to work with a coordinating business analyst from the department to ensure that the lists in C and D below are all using the same definitions and terminology – so can be meta-analysed efficiently after they have concluded.  The output of the user research and business analysis should include:   1. a detailed research methodology 2. an overview of the LA CSC practice context that participating social workers are part of 3. a primary list of each information or data item that participating social workers are required to record through their CMS 4. a secondary list of any information or data items that the social workers are not asked to record but consider they should be recording – and why 5. an executive summary of the project’s findings and any recommendations for changes to what and how information and data is collected   For each information or data item in the primary list, the following 5 questions should be answered:   1. Whether social workers do or do not consider the item helpful to record in their work with children and families? 2. If the item is considered not helpful for a social worker to record – why is this? – does recording this item have a negative impact on their practice (e.g. on time taken, or on their relationship-building with children and families)? 3. If the item is considered not helpful for a social worker to record – does it nonetheless contain information that is helpful to others in the LA such as service manager, audit, etc. – why is this? 4. Whether the item is local data, statutory data, or Ofsted Annex A data. (If there are additional categories of data, please also specify these); and for each local data item, why it is being recorded?   The department is looking for bids from a range of LAs covering a range of differential features so that the research is representative. We will therefore initially award grants to the two highest scoring bids which use different CMS providers.  We will then award grants to the highest scoring bids in each of the following categories:   * London Borough * Shire County * Metropolitan Borough * Unitary Authority   If the total number of grants awarded is still less than six, awards will then be made to the highest scoring remaining bids, up to a maximum total of six awards.  The LA partner leading this project will be required to join a regular department convened **data project forum** **for all 1a, 1b and 2a projects** to ensure join up and read across, prevent duplication across 1a, 1b and 2a projects and share any common barriers / issues and means of overcoming them. | | | |
| **Project 2a: Selection Criteria** (all questions must be answered ‘yes’ in order to be considered. | | | | |
|  | | | Yes/No | |
| 1 | Is your LA rated as good or outstanding overall across all sub-judgements by Ofsted? | |  | |
| 2 | Do you agree to the conditions of funding as set out on page 7 of the Prospectus? | |  | |
| 3 | Do you understand and agree that the department will own all of the Intellectual Property Rights (and reserves the right to make the product open source) on all tools/models/systems developed by your LA with its funding or by your contractor on your behalf? | |  | |
| 4 | Are you able to confirm the total cost/capital expenditure of your project? | |  | |
| 5 | Do you understand and agree that the department will award grant funding to up to six LAs, covering a range of differential features as set out in the specification above? | |  | |
| 6 | Do you agree to enlist necessary consent from research participants, so as to be able to share user research with the department? | |  | |
| **Project 2a: Technical questions** (responses to these questions will be assessed using the assessment framework in Annex C). | | **Weightings** | | |
| **Capability** | | | | |
| How will you achieve the outputs set out in the project 2a specification above?  (1500 words) | | 20% | | |
| [insert response here] | | | | |
| Please state which CMS provider your LA uses. Please note this question is for information purposes and **will not be scored**, please see specification for details. | | 0% | | |
| [insert response here] | | | | |
| Please provide a detailed delivery plan, including:   * clear milestones and deliverables * sequencing and timing of activities, and how you will deliver the outputs in the specification above by November 2023 * a high-level risk register, including reference to the challenges in this area of data collection. Please include probability and impact scores and mitigations and contingencies * evidence of how you will start work as soon as possible, and begin claiming funding in FY22-23 * details of the governance and management processes that will oversee delivery of the project and how they will run together with the short project touch base meetings every two to three weeks, and DDSF programme board (see Project governance, methodology and reporting set out in the Prospectus) * details of any other LAs you will work with - how many and at what level of involvement * evidence that you have (or will have) the appropriate consent and data sharing agreements to undertake this project   (3000 words) | | 20% | | |
| [insert response here | | | | |
| **Quality assurance** | | | | |
| How will you use the regular touch base project meetings, the quarterly DDSF programme board, and the data project forum to ensure that the project approach and any outputs are robust?  (800 words) | | 10% | | |
| **Capacity** | | | | |
| Please provide a resource plan, including (where applicable) plans for onboarding core team members, partnering with other LAs or third parties (how many and at what level of involvement). The plan should include:   * detail on the lead individuals’ experience, and what qualifies them to oversee and manage the project successfully * an outline of the core team members’ expertise, seniority and experience in the subject matter. The core team must include a senior user researcher and a senior business analyst responsible for research, analysis and write up * strategy for recruiting or engaging at least six social worker research participants and how you will ensure that they are representative and sufficient and will participate * strategy for engaging other personnel within the LA whose participation will be needed to fulfil the specification * how much of each individual’s time will be spent on the project (e.g. using FTE figures) * if individuals will be working at different points throughout the project e.g. they are not available or allocated to the project from the start, you must outline at what points of the project they will be involved * detail on whether resource included in this bid is included in any other DDSF project bid – and assurance that each project would have sufficient resource if grant funded   (1500 words) | | 20% | | |
| [insert response here] | | | | |
| **Cost** | | | | |
| Please complete the DDSF pricing schedule to provide your proposed costings for this project. | | 30% | | |