


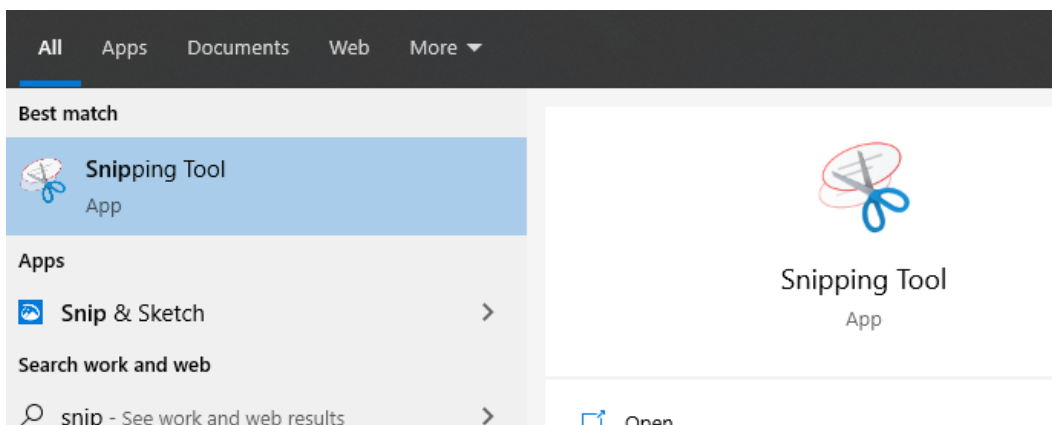
## Children's Services Quick Guide

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### Creating a Spider Chart of the Valuing Care tool

Within an applicable workstep on the young person's record, load the **SC Valuing Care C1378** from **Optional forms and Letters** icon  or alternatively, open the form from the **Create** button within **Documents**. Complete all domains in **Section 1. Assessment** and **save** the workstep. **Section 2. Needs Profile** will display the scores, and below will let you add a picture of the diagram.

To create an image of the spider chart, you will need to use the **Snipping Tool**, which can be added to your Windows toolbar for easy access. On the bottom left corner of your screen type **'Snip'** in the search bar and select the **Snipping Tool**. You can select the option to pin the app to your taskbar.




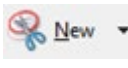
Outlined below is the method how the diagram can be created.

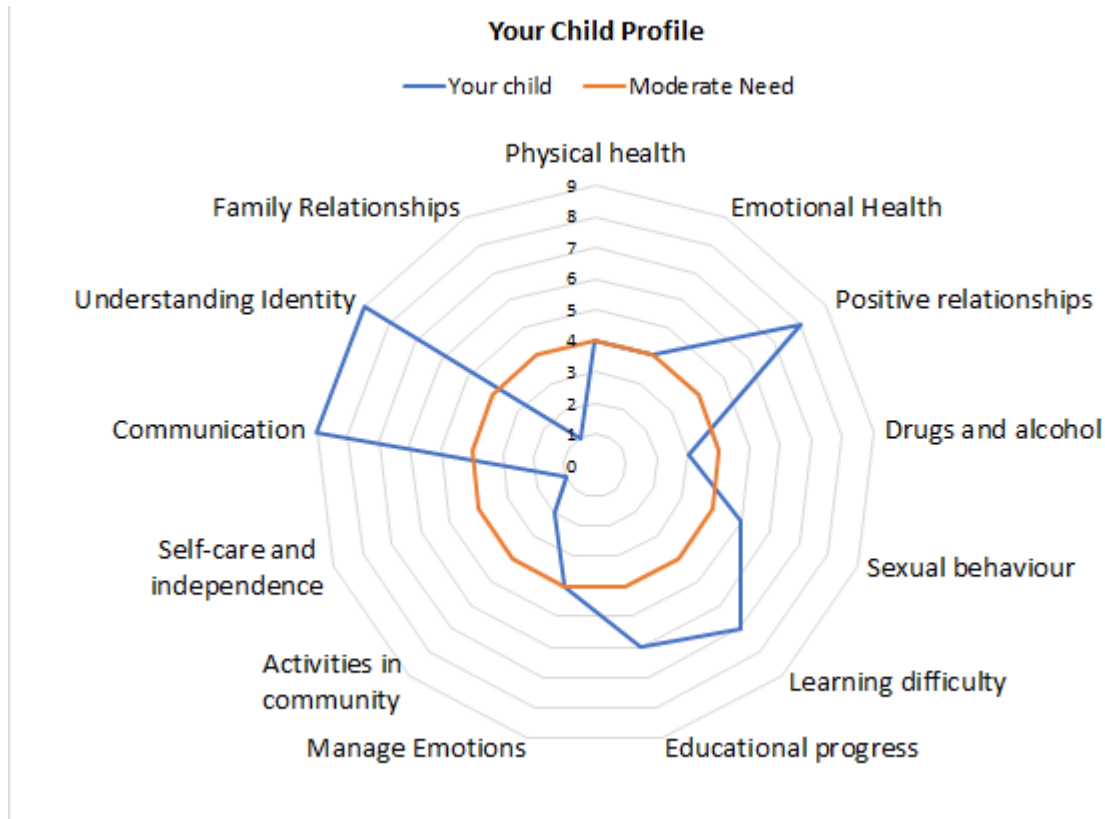
### Valuing Care Excel Spreadsheet


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On the spreadsheet which has been supplied to all Social Care staff, enter the scores into the **Valuing Care assessment** tab on the template. The scores entered should reflect those entered into the Valuing Care form on Mosaic.

Once complete, click on the **Needs profile** tab on the spreadsheet. The **Your Child Profile** diagram will automatically produce.

Once the diagram is displayed, click on the Snipping Tool icon  on your tool bar to open the **Snipping Tool**. Click on the New Snip icon  and **click and drag a box** around the area that you want to convert into an image, ensuring you include all domains and labels as below, but excluding the young person's name and any date boxes. This will mean snipping well inside the dotted line already around the graph.



The image will now appear in the Snipping Tool screen, ready to be saved in a secure folder by clicking on the  save icon.

Return to the young person's Mosaic record to add the image of the spider chart into the SC Valuing Care form in **Section 2. Needs Profile**. This can be done by either clicking on the text in the middle of the dotted rectangle box to locate the saved snip or drag and drop the snip straight into the box.