

Welsh IG Toolkit for GMPs

Guidance on carrying over evidence
from previous submissions of the
IG Toolkit



Introduction

In this edition, following feedback received, we hoped to be able to carry over and pre-populate previously uploaded evidence to the relevant questions. Unfortunately, despite substantial involvement from the Software Development Team, we regret that this has not been possible.

This guidance has been developed to support Practices in carrying over evidence from their previous IG Toolkit submission.

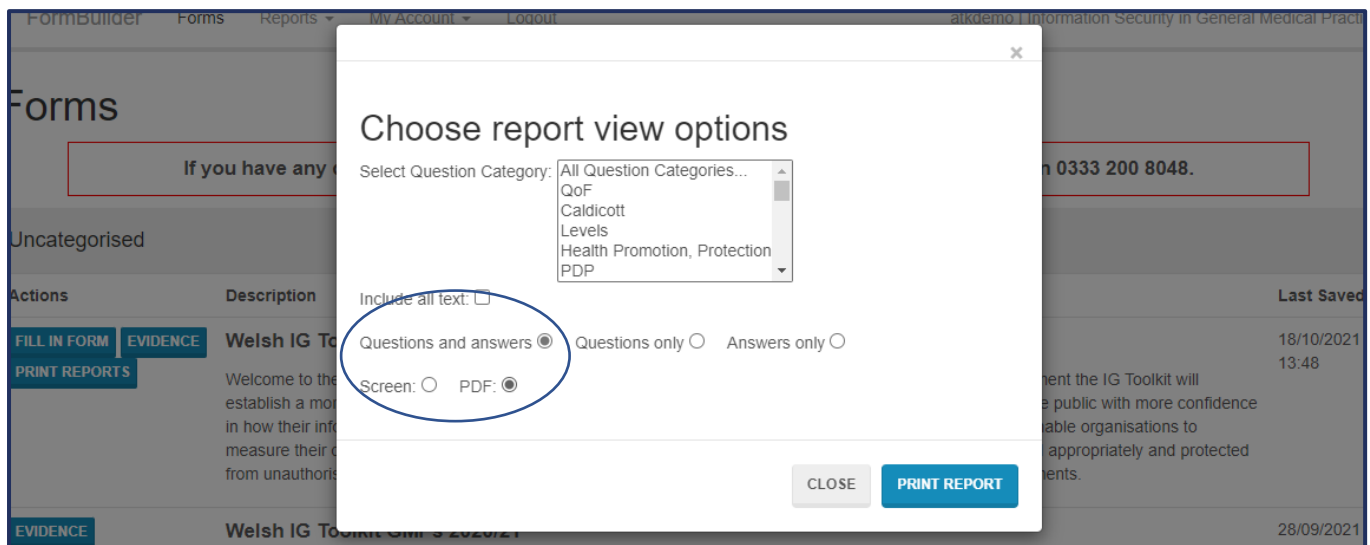
Step 1: Pull a report of your previous submission

Locate the previous edition (2020/21) of the IG Toolkit and select 'PRINT REPORTS'.



In the window that follows you can select your report view options. Ensure the 'Questions and answers' box is selected. You can choose to either view your report as 'Screen' or 'PDF' the way in which the report is set out varies slightly and your preference may vary.

Tip: 'PDF view' allows you to download and save your report for future reference, whereas 'Screen View' will allow you to hover and view the Tooltips.



Step 2: Reopen FormBuilder in a new window

Once you have pulled your report you will need open a new window and log back in to FormBuilder. Locate the current edition (2021/22) of the IG Toolkit and select 'FILL IN FORM'.

Tip: If you use two screens have the report open on one screen and the new window on the other. If you only have one screen drag the report over to one side of your screen and open the new window on the other side to enable you to view both side by side.



Forms

If you have any difficulties using this form, please contact the Primary Care Service Desk on 0333 200 8048.

Uncategorised

Actions	Description	Last Saved
FILL IN FORM EVIDENCE PRINT REPORTS	Welsh IG Toolkit GMPs 2021/22 Welcome to the latest edition of the Welsh IG Toolkit for GMPs - 2021/22. The IG Toolkit establishes a robust IG assurance regime that aims to deliver a greater level of transparency and provide the public with more confidence in how their information is used, shared and protected. The Toolkit is a self-assessment, and when completed appropriately, its reporting tool enables organisations to measure their compliance against the law and recognised standards. This will assist organisations in ascertaining whether information is handled appropriately and protected from unauthorised access, loss, damage and destruction. It is envisaged this will lead to 'year on year' improvements.	19/11/2021 14:39
FILL IN FORM EVIDENCE PRINT REPORTS	Welsh IG Toolkit for HBs & Trusts - 2021/22 Welcome to the 2021/22 edition of the Welsh IG Toolkit for HBs and Trusts. Replacing the original CPIP assessment the IG Toolkit will establish a more robust IG assurance regime, that aims to deliver a greater level of transparency and provide the public with more confidence in how their information is used, shared and protected. The Toolkit is a self - assessment and reporting tool to enable organisations to measure their compliance against the law and recognised standards to ascertain whether information is handled appropriately and protected from unauthorised access, loss, damage and destruction. It is envisaged this will lead to 'year on year' improvements.	18/10/2021 13:48
EVIDENCE PRINT REPORTS	Welsh IG Toolkit GMPs 2020/21 Welcome to the latest edition of the Welsh IG Toolkit for GMPs - 2020/21. The IG Toolkit establishes a robust IG assurance regime that aims to deliver a greater level of transparency and provide the public with more confidence in how their information is used, shared and protected. The Toolkit is a self - assessment and reporting tool to enable organisations to measure their compliance against the law and recognised standards to ascertain whether information is handled appropriately and protected from unauthorised access, loss, damage and destruction. It is envisaged this will lead to 'year on year' improvements.	28/09/2021 15:19
EVIDENCE PRINT REPORTS	Welsh IG Toolkit for HBs & Trusts - 2020/21 Welcome to the second phase of the pilot for the Welsh IG Toolkit for HBs and Trusts. Replacing the original CPIP assessment the IG Toolkit will establish a more robust IG assurance regime, that aims to deliver a greater level of transparency and provide the public with more confidence in how their information is used, shared and protected. The Toolkit is a self - assessment and reporting tool to enable organisations to measure their compliance against the law and recognised standards to ascertain whether information is handled appropriately and protected from unauthorised access, loss, damage and destruction. It is envisaged this will lead to 'year on year' improvements.	18/10/2021 18:26

Welsh Information Governance Toolkit for GMPs

Welsh IG Toolkit GMPs 2020/21

Practice Information

Practice W-Code

Practice Name

Health Board and Cluster

Type of GP Practice

Please indicate the name of your Clinical System Supplier at the time of submission

Completed by

Job Title

Email Address

Telephone Number

Step 3: Work through the Toolkit using your report

Work through the current edition of the Toolkit whilst referring to your previous submission to establish if there is any evidence you may wish to carry over.

Tip: Many of the 'Tooltips' have been updated to provide guidance on example evidence, supporting information and links to guidance and/or legislation, we strongly suggest you refer to these prior to carrying over any evidence.

<p>The organisation has acknowledged and signed up to the Welsh Control Standard for Electronic Health and Care Records and commits to the common standards and principles when sharing electronic health and care records 🇨🇪 🇬🇧 🇮🇪 🇯🇪</p> <p>Add new evidence: <input type="button" value="UPLOAD"/> OR <input type="button" value="CHOOSE EXISTING"/> OR <input type="button" value="ALTERNATE DESCRIPTION"/></p>	<p>The Practice has acknowledged and signed up to the Welsh Control Standard for Electronic Health and Care Records and commits to the common standards and principles when sharing electronic health and care records 🇨🇪 🇬🇧</p> <p>Welsh Control Standard Declaration (Welsh control standard of electronic health and care records.tiff)</p>
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Step 4: Review evidence previously submitted

Select the hyperlink (or alternative description) in your report to review the evidence previously submitted, if the evidence remains accurate and up to date you can copy this into the new edition of the Toolkit.

By submitting the Toolkit, you are confirming that all previously uploaded evidence has been reviewed and remains accurate and up to date.

Step 5: Copy over/select your evidence

If the evidence you wish to carry over is an alternative description or other written answer, you can 'copy' and 'paste' it into the alternative description box of the relevant question in the new edition.

If the evidence is an uploaded document, you will need to select 'CHOOSE EXISTING' in the new edition, a drop down box will then appear allowing you to select the relevant document.

Tip: The documents in the drop down box that follow will appear in alphabetical order.



The organisation has acknowledged and signed up to the Welsh Control Standard for Electronic Health and Care Records and commits to the common standards and principles when sharing electronic health and care records 🇨🇪 🇬🇧 🇮🇪 🇯🇪

Add new evidence: OR OR

Tip: You can upload/carry over multiple pieces of evidence by selecting the 'Save page' tab following every document upload. The tab can be found at the top and bottom of every assessment

Once you are satisfied you have gone as far as you can on each Section, you can select 'COMPLETE PAGE'. This will update your progress.

If you require any further support, please contact the Team via email at welshigtoolkit@wales.nhs.uk

