

Welsh IG Toolkit for

Health Boards, Trusts and SHA's

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



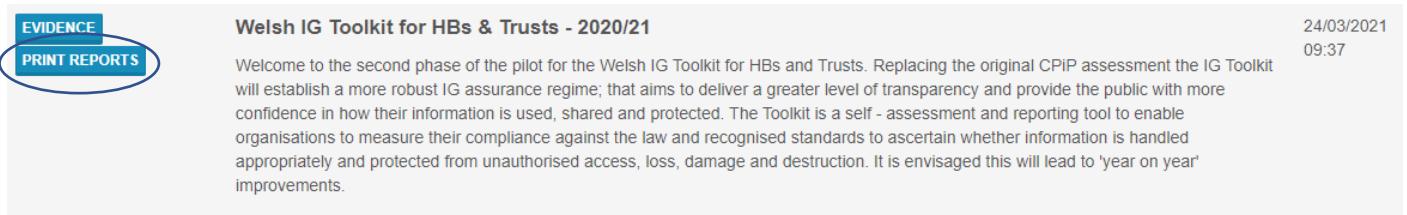
Introduction

In this edition 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 organisations in carrying over evidence from their previous IG Toolkit submission.

Step 1: Pull a report of your previous submission

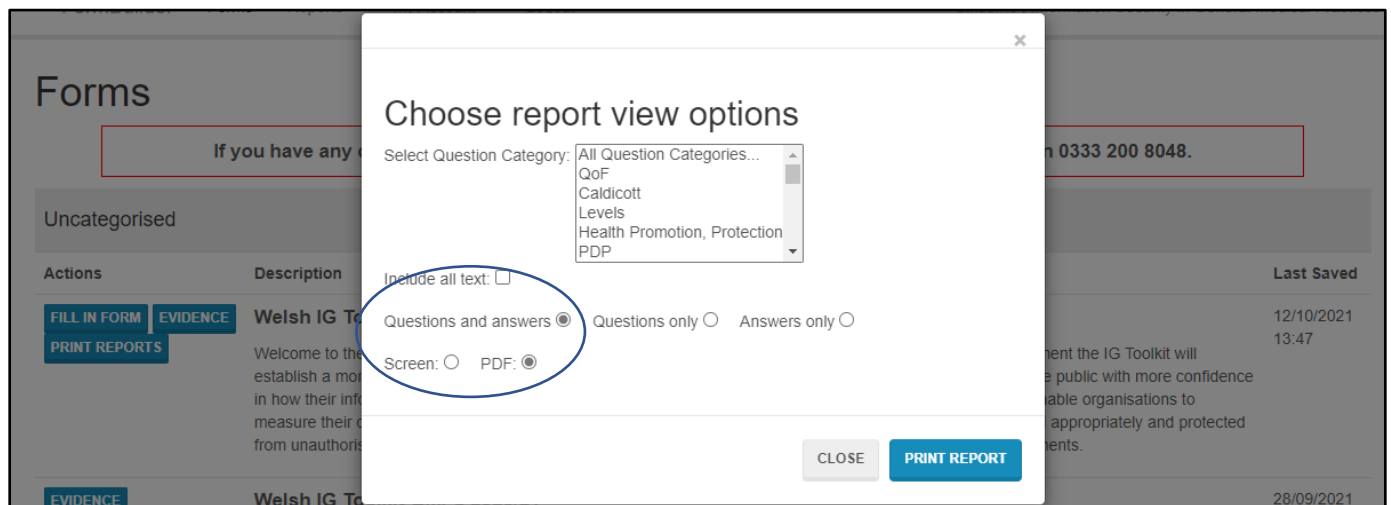
Log into the IG Toolkit and locate the previous edition (2020/21) of the Toolkit and select 'PRINT REPORTS'.



The screenshot shows the 'Welsh IG Toolkit for HBs & Trusts - 2020/21' page. On the left, there are two buttons: 'EVIDENCE' and 'PRINT REPORTS'. The 'PRINT REPORTS' button is circled in blue. The main content area contains a welcome message and a description of the toolkit. The date '24/03/2021 09:37' is visible in the top right corner.

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.



The screenshot shows a dialog box titled 'Choose report view options' overlaid on the IG Toolkit interface. The dialog box contains a dropdown menu for 'Select Question Category' with options: 'All Question Categories...', 'QoF', 'Caldicott', 'Levels', 'Health Promotion, Protection', and 'PDP'. Below the dropdown, there is a checkbox for 'Include all text:'. There are three radio button options: 'Questions and answers' (which is selected and circled in blue), 'Questions only', and 'Answers only'. At the bottom, there are two radio button options: 'Screen' and 'PDF' (which is selected and circled in blue). The dialog box has 'CLOSE' and 'PRINT REPORT' buttons at the bottom right.

Step 2: Reopen FormBuilder in a new window

Once you have pulled your report you will need open a new window and log back into the Toolkit. 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 with the current 'form' 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.

| Actions | Description | Last Saved |
|---|--|---------------------|
| 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. | 12/10/2021 13:47 |
| 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 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. | 29/09/2021 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. | 24/03/2021 09:37 |
| EVIDENCE PRINT REPORTS | Welsh IG Toolkit GMPs 2019/20 Welcome to the latest edition of the Welsh IG Toolkit for GMPs - 2019/20. 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. | 28/09/2020 10:37 |

Welsh IG Toolkit for HBs & Trusts - 2020/21

1 Organisational Information

Name of Organisation
Please select...

Assessment completed by
[Redacted]

Job Title
[Redacted]

Email Address
[Redacted]

Telephone Number
[Redacted]

Date Assessment Started
[Redacted]

2.1 Information Governance Management Structure

Level 0 - The organisation has considered the requirements necessary to progress and confirm action is being taken to working towards these

Please check to confirm

Level 1 - Responsibility for driving improved information governance has been assigned to appropriate individuals within the organisation. This forms part of their job description and daily duties

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> |
|---|--|

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 current edition of the Toolkit.

Step 5: Select and update 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 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

