



Pecyn Cymorth Llywodraethu  
Gwybodaeth Cymru  
Welsh Information Governance  
Toolkit

IGDC • DHCW

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# **Reporting Guidance:**

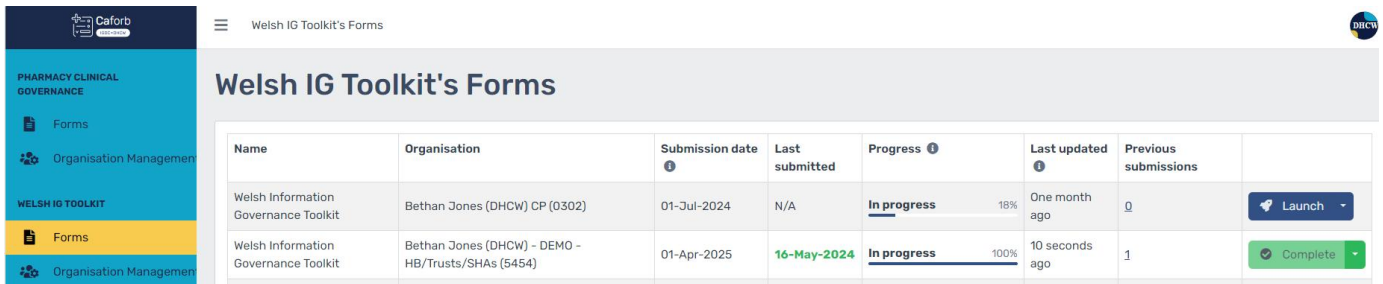
## **Accessing Submission Reports and Achievement Data**

# Introduction

This guidance will provide basic information on how users can access their organisation's Submission Reports, enabling access to their achievement status and section percentages for each IG Toolkit submission the organisation has made on the Caforb platform.

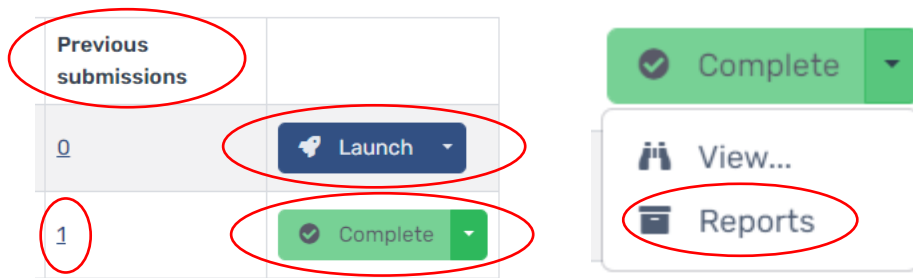
**Step 1:** Login to your account on the Caforb platform: <https://caforb.nhs.wales/en/Login/1>

**Step 2:** Locate the form and organisation you wish to access reporting information for.



Name	Organisation	Submission date	Last submitted	Progress	Last updated	Previous submissions	
Welsh Information Governance Toolkit	Bethan Jones (DHCW) CP (0302)	01-Jul-2024	N/A	In progress 18%	One month ago	0	Launch
Welsh Information Governance Toolkit	Bethan Jones (DHCW) - DEMO - HB/Trusts/SHAs (5454)	01-Apr-2025	16-May-2024	In progress 100%	10 seconds ago	1	Complete

Click either the number under "Previous Submissions" or the arrow on the right-hand side of Launch/Complete, followed by "Reports".



**Step 3:** Once you have clicked on either of the above, you will be redirected to the "Reports" page. Here you will be able to access the reports for the submissions of your form. Locate the submission you wish to access reporting data for and click the blue "Full Submission Report" button on the right-hand side of your page.

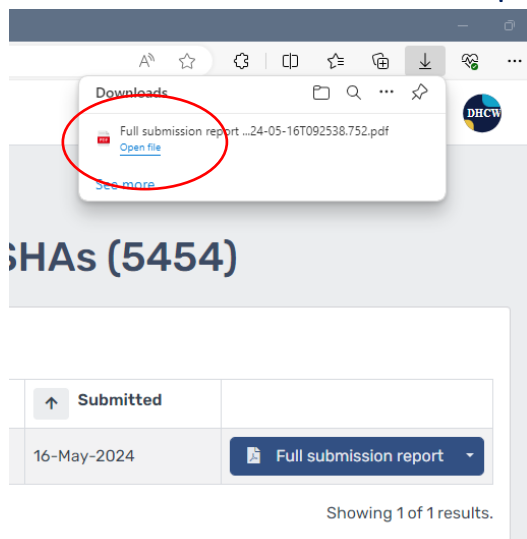


Name	Version	Organisation	Submitted	
Welsh Information Governance Toolkit	15	Bethan Jones (DHCW) - DEMO - HB/Trusts/SHAs	16-May-2024	Full submission report

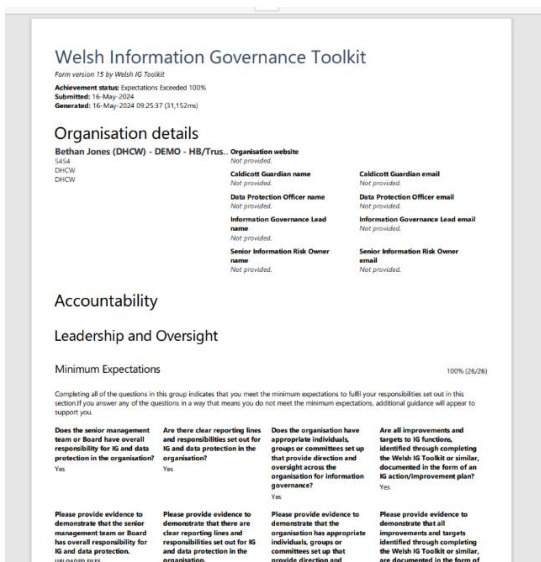
Showing 1 of 1 results.



**Step 4:** This will prompt a PDF download. Once the report has successfully downloaded you will receive a notification in the top right-hand corner with the option to "Open File".



Your Full Submission Report for the relevant submission will be displayed along with all the relevant questions and answers.



Refer to the top lefthand corner of the report to view your Achievement Status received for the submission.

# Welsh Information Governance Toolkit

Form version 15 by Welsh IG Toolkit

**Achievement status: Expectations Exceeded 100%**

**Submitted: 16-May-2024**

**Generated: 16-May-2024 09:25:37 (31,152ms)**



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Review Date: January 2027

Work your way through the report and refer to the right-hand corner at the top of each section to view the percentage achieved in that individual section. **Please note:** if the Minimum Expectations for a section have not been achieved, the Expectations Exceeded will display as 0% for that section, even when answers have been populated. It is not possible to achieve Expectations Exceeded in a section where the Minimum Expectations have not been achieved.

## Accountability

### Leadership and Oversight

Minimum Expectations

100% (26/26)

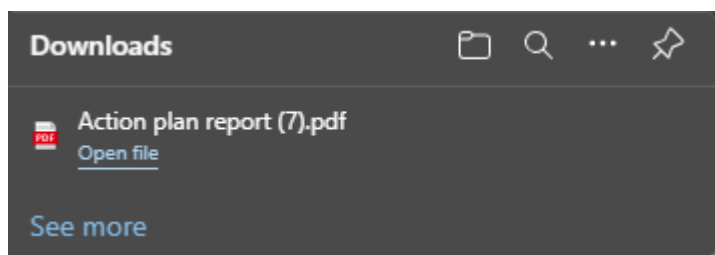
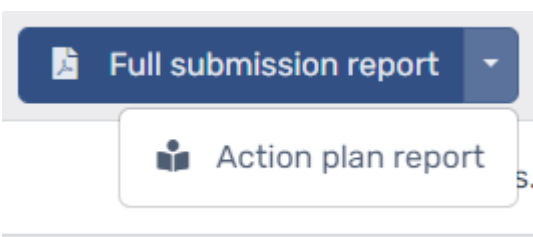
**Step 6:** If you chose to populate your IG Action Plan, this can also be accessed from the reports page. Select the arrow alongside the “Full Submission Report” button, followed by “Action Plan Report”. A PDF of your action plan will be generated.

#### Reports for Bethan Jones (DHCW) - DEMO - HB/Trusts/SHAs (5454)

0 Filter(s) applied

Name	Version	Organisation	Submitted	
Welsh Information Governance Toolkit	15	Bethan Jones (DHCW) - DEMO - HB/Trusts/SHAs	16-May-2024	Full submission report

Showing 1 of 1 results.



All reports will remain accessible on the platform for users with accounts associated to that organisation. If you wish, as the reports are generated to PDF these can also be saved locally.



## Achievement Status Checker Page

The Achievement Status Checker page is available in the public domain. This page can be found on the [login page](#) of the WIGTK, under the 'Register' button.

This tool provides the ability for anyone to search for an organisation and check their latest submission status and date. This will inform users whether a particular organisation has met a compliant or non-compliant position and in what submission period.

Users of this page can either utilise the search bar to find an organisation by using the organisation's name or code or operate the navigation at the bottom of the page.

Further information can be found in the [Achievement Status Checker User Guide](#).

**Please note:** All achievement data displayed is based upon the Organisation's self-assessment. Neither the achievement status nor the percentages displayed are reflective of the quality of the evidence provided.

