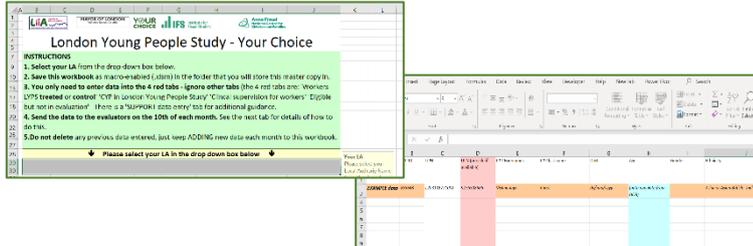# User Guide
Efficacy Data Workbook LYPS


Introduction

You will use this Efficacy Data Workbook to help you to collate the data you have, so that it can be used for the London Young People Study in your LA. This will be used to collate data for both the Your Choice treatment teams and the Control teams.

Important – before you start to use this workbook you need to select your LA from the drop-down box on the front page and save the workbook as a 'macro enabled workbook' (.xlsm) into the folder in which you will keep the master copy.
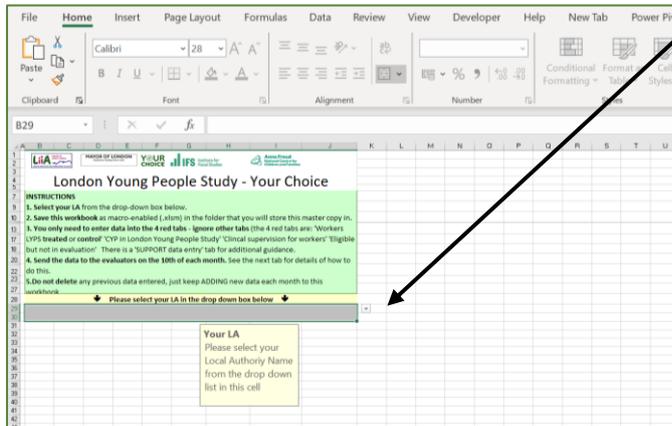
You only need to enter data into the 4 'red' tabs in your workbook:

'Workers LYPS treated or control'   'CYP in LYPS'

'Clinical supervision for worker'   'Eligible but not in evaluation'
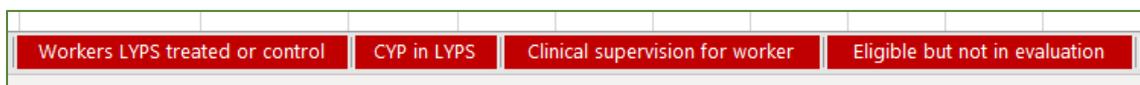
You do not need to enter data into any cells that are shaded light blue as these will self-populate, e.g. age, this will be calculated from DOB:

F	G	H	G
CYP last name	DoB	Age	
Patel	dd/mm/yyyy	(auto populate from DOB)	

'Workers LYPS treated or control' red tab

	A	B	C	D	
1	Data items	Worker name	Worker ID	Worker role	Service
2	EXAMPLE data	John Barrow	5241	Youth worker	Youth s
4					
5					
6					

Details of the workers involved in the study (Your Choice Treatment and Control) need to be added to this red tab.

You will see that you have been given an example of typical data that could be added.

	F	
me	Service Type	Team or organi
	Early Help	Rapid response
	Youth Justice/Offending	
	Adolescent Safeguarding	
	Early Help	
	Edge of Care	
	Targeted Youth Support	
	Child Protection	
	Education	
	Other	

Some data can be selected from drop-down menus, e.g. Service Type that the worker is involved in:

Some of the data that you add in this tab will be used to create drop-down menus for you to select from in the other red tabs. For example, when you add the name of the worker in this this tab it will automatically appear as a drop-down menu in the next tab for you to select from, the 'CYP in LYPS' tab.

John Barrow
Aisha Iqbal
Stanley Hook

'CYP in LYPS' red tab

Details of the children and young people need to be added to this red tab. You will see that you have been given an example of typical data that could be added.

Some data can be selected from drop-down menus, e.g. gender:

	A	B	C	D	E	F	G	H	I	J
1	Data items	CYP ID	UPN	ULN (provide if available)	CYP Forenames	CYP last name	DoB	Age	Gender	Ethnicity
2	EXAMPLE data	265648	L203101721001	9276308686	Vishnu Jaya	Patel	dd/mm/yyyy	(auto populate from DOB)		Asian or Asian British - indian
4										
5										
6										

| |
|---|
| Male |
| Female |
| Trans |
| Non-binary |
| Other |
| Prefer not to say |

Some of the drop-down menus have been created from the data that you have already entered. E.g. the name of the worker.

'Clinical supervision for worker'

Details of the clinical supervision needs to be added to this red tab. You will see that you have been given an example of typical data that could be added.

Select the name of the worker from the drop-down menu and the light blue cells will be populated automatically, from the data that you have already entered in the workbook.

'Eligible but not in evaluation'.

You will see that you have been given an example of typical data that could be added. Some data can be selected from drop-down menus, e.g. age:

Where a young person is eligible to be part of the programme but declines to take part, please enter a few details on this tab. This is so that the evaluators and LIIA will have some feedback on the cohort that don't want to be in the London Young People Study and be able to check if there are specific groups that the programme is missing.

Only anonymous data is taken from this tab and shared with the evaluators.

Free test boxes:

The 'free text' boxes in the workbook should only contain a brief summary or description and **should not** include any clinical information, detailed case notes or similar very sensitive information.

There are 3 'free text' boxes that this applies to, they are in the 'CYP in LYPS' and 'Eligible but not in evaluation'. They are highlighted in pink in the workbook. The 3 are:

1. Reason for involvement with other service
2. Summary of work with young person
3. Reason why CYP didn't want to be part of the study

General notes

Please do not delete any of the data that you have entered in previous months, just continue to add data to the next available empty row down the sheet.

Data for Evaluators

The Efficacy Data Workbook has been designed to collect the agreed data needed for the evaluators of the London Young People Study in a standard format. The button on the 2nd tab will create the evaluator's copy and will remove the data that is not shared with the evaluators. Specifically, these are; Worker Name and the CYP ID for children who decline to take any part in the programme.

The data workbook for the evaluators is produced by the 10th of the following month.

Remember to save your data workbook first and then when you click the button, a new data workbook will automatically be created, and saved into the folder in which you saved the data workbook. The name will be "Data for Evaluators [your LA name] [the month just completed and year]". Please check that the Data for Evaluators workbook looks correct and then save and close. This data workbook is now ready to send to the evaluators and should be in the same folder as your master data workbook.
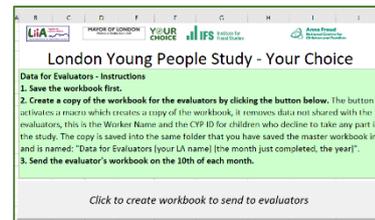
Before you click the button (to produce the data workbook for the evaluators) you should check that you have taken the following steps;

1. Selected your LA from the drop-down box on the Front Page.

2. Saved the data workbook as a 'macro enabled workbook' (.xlsm) in the appropriate drive in your LA network.

3. Used the data workbook to record all the data on the CYP involved with the treatments teams and control teams who are part of the programme and the brief information on those that declined. Also, the data on the workers involved with the children in the programme and the details of their clinical supervision. Please do this continuously throughout the programme as the participants start and events happen and save the workbook.

We hope that you find this user guide helpful and if you have any questions or need further support then please don't hesitate to get in touch with either Sherian Bateson or Rashid Jussa:

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