

# Account Types

There are a number of different account types for different users of the Reporting Tool:

## Team Level

For Team Leaders and Team Members

## Service Level

For Service Leads, Team Leaders (with multiple teams) and anyone responsible for external reporting

## Stakeholder Level

For Local Funders e.g. CCGs and Local Authorities, Contract Managers and/or partner Trusts

## STP Level

For anyone external to the service involved in NHS England Reporting at an STP or CCG Level

## Regional Level

For DCOs and Regional Leads involved in NHS England reporting

## National Level

For NHS England Central

When you have registered for the Tool and received your login details, this should correspond with one of the above account types. If you feel you have been given access to the wrong account type, contact support at [support@ipsgrow.org.uk](mailto:support@ipsgrow.org.uk) with an outline of your role and duties and this will be reassessed for you.

## What does each account type allow you to see or do on the tool?

The reporting tool can be used to:



View dashboards on service performance



Submit or view NHS England Quarterly Returns



Upload spreadsheets to automatically aggregate data



Share information with stakeholders

The next page highlights the possible actions and views for each account type.

# Account Type Access

## Team Level

### Can See:

- ✓ Dashboard – Information at Team Level
- ✗ *Dashboard - Information at Service Level*
- ✗ *Dashboard - NHS England monitoring*
- ✗ *Submitted NHS England Quarterly Returns*
- ✓ Help & Resources Section

### Can Do:

- ✓ Upload spreadsheet(s) to the Dashboard and set targets
- ✗ *Submit and edit NHS England Quarterly Returns*

## Service Level

### Can See:

- ✓ Dashboard – Information at Team Level
- ✓ Dashboard - Information at Service Level
- ✗ *Dashboard - NHS England monitoring*
- ✓ Submitted NHS England Quarterly Returns
- ✓ Help & Resources Section

### Can Do:

- ✗ *Upload spreadsheet(s) to the Dashboard and set targets*
- ✓ Submit and edit NHS England Quarterly Returns

## Stakeholder Level

### Can See:

- ✓ Dashboard – Information at Team Level\*
- ✓ Dashboard - Information at Service Level\*
- ✗ *Dashboard - NHS England monitoring*
- ✗ *Submitted NHS England Quarterly Returns*
- ✓ Help & Resources Section

### Can Do:

- ✗ *Upload spreadsheet(s) to the Dashboard and set targets*
- ✗ *Submit and edit NHS England Quarterly Returns*

\*Providers can decide whether to set their external stakeholders up at a team or service level

## STP Level

### Can See:

- ✗ *Dashboard – Information at Team Level*
- ✗ *Dashboard - Information at Service Level*
- ✓ Dashboard - NHS England monitoring
- ✓ Submitted NHS England Quarterly Returns
- ✓ Help & Resources Section

### Can Do:

- ✗ *Upload spreadsheet(s) to the Dashboard and set targets*
- ✗ *Submit and edit NHS England Quarterly Returns*

## Regional Level

### Can See:

- ✗ *Dashboard – Information at Team Level*
- ✗ *Dashboard - Information at Service Level*
- ✓ Dashboard - NHS England monitoring
- ✓ Submitted NHS England Quarterly Returns
- ✓ Help & Resources Section

### Can Do:

- ✗ *Upload spreadsheet(s) to the Dashboard and set targets*
- ✗ *Submit and edit NHS England Quarterly Returns*

## National Level

### Can See:

- ✗ *Dashboard – Information at Team Level*
- ✗ *Dashboard - Information at Service Level*
- ✓ Dashboard - NHS England monitoring
- ✓ Submitted NHS England Quarterly Returns
- ✓ Help & Resources Section

### Can Do:

- ✗ *Upload spreadsheet(s) to the Dashboard and set targets*
- ✗ *Submit and edit NHS England Quarterly Returns*