

Recorded Outcomes

Using a Tag List to save Interventions.

Recorded Outcomes will usually be recorded on an individual basis, but there will be times when a group of young people all have the same outcome. Entering all these one by one can be a pain; thankfully, Outreach has a useful tool to enter these outcomes for more than one young person at the same time.

This guide can also be used to record other types of intervention for a group of young people.

Our example for this guide will use the Geek Group again. This time the group has been working with a shelter for homeless young people to install a cyber-café with donated computers. This particular session is the culmination of that little project. The event log is below:-

LEEDS youthservice Event Log (LYS12)	LEEDS youthWORK PARTNERSHIP	Entered Onto MIS Date Initials sys id
Young Persons Details name: <input type="text" value="All Attendees"/> date of birth: <input type="text"/> Gender <input type="radio"/> male <input type="radio"/> female		
Event Type Recorded Outcome <input type="radio"/> attitudinal change <input type="radio"/> personal development <input type="radio"/> skill learning <input type="radio"/> Issue based learning <input checked="" type="radio"/> achieving goals <input type="radio"/> involved in service design, delivery & evaluation <input type="radio"/> Involvement in community <input type="radio"/> volunteering <input type="radio"/> demonstrating empathy for others		
Evidence to Support Recorded Outcome <input checked="" type="checkbox"/> Youth Worker Evidenced <input checked="" type="checkbox"/> Young People Evidenced <input type="checkbox"/> Learning Plan <input type="checkbox"/> Witness Statement <input type="checkbox"/> Peer Recording <input checked="" type="checkbox"/> Audio Visual <input type="checkbox"/> Award (not accredited) <input type="checkbox"/> Award (accredited)		
please complete the event details overleaf		
Event Details Please write the event details below Geek Group Project – Cyber-Café mini project, session ID 7368 See the Session Evaluation form for this session for details of the outcome. All young people attending the session achieved the same outcome		

Because every member of the group has achieved the same outcome, there is no need to create an event log for each young person, and we refer to the session evaluation form where the details of the outcome are found. This will be entered onto the session page in Outreach.

Outcomes / What Have Young People Learned?
What did young people gain from the session? How have they benefited? What outcomes have they achieved?

Please write details of recorded outcomes on Event Logs (LYS12)

Today the group completed their cyber-café project for The BusStop homeless youth shelter project. The group have also made an agreement to support the computers offering time every Saturday. Leeds City Council publicity and marketing were there to take pictures and talk to members of the group as well as young people supported by the shelter. All the group members have participated and contributed to this mini-project which has resulted in providing a cyber café to a homeless youth shelter. Each member of the group has kept a diary of the project and these have been attached to each young person's record and we will be sent photos and the article from the publicity team.

And our final piece of paperwork is the attendance register.

LEEDS **youthservice** Attendance Register (LYS31) LEEDS **youthwork PARTNERSHIP**

Session Details

Project Name:

Session Title:

Session Date: Location:

Entered Onto MIS

Date
Initials
sys id

Please complete an Event Log for each Recorded Outcome, and attach to the Session Forms.

Young People Attending staff use only

First Name	Surname	DoB	Gender	Involvement		Recorded Outcome	Accredited Award	
				c	p		start	complete
Caludia	Black	21/11/94	f		✓	✓		
Sam	Carter	03/03/91	f		✓	✓		
George	Hammond	11/07/92	m		✓	✓		
Daniel	Jackson	16/10/91	m		✓	✓		
Rodney	McKay	13/01/91	m		✓	✓		
Cam	Mitchell	21/12/91	m		✓	✓		
Jack	O'Neill	01/08/89	m		✓	✓		
John	Shepherd	03/12/90	m		✓	✓		

We can see from the attendance register that everyone attending has achieved a recorded outcome.

Note: Before recording interventions to a group of young people, it is important that you have created and populated a Tag List with the young people you want to record the intervention with. Please see the 'Create a Tag List' mini guide.

Again, the steps in this guide can be used without the paperwork, should you want to enter information straight onto Outreach.

The tool to record interventions for groups of young people is found on the main menu and is called Intervention Wizard.



This will then open up two more options. Ignore the one on the left called Add Single History Records for Multiple Clients (Group Work) and click on the right hand link called [Add History Records to Tagged Clients, Organisations or Contacts](#).



This opens a page that at first glance looks very similar to the Tag Management Page. We see our current clients tag list, which is The Geek Group tag list. This is the one we need to work with.

If your current tag list is not the right one, you will need to select the right list from the Tag Management page. Please see the 'Managing and Working with Tag Lists' mini guide.

Click on Clients (Click to view) to open up the tag list. Because everyone in the group has achieved this outcome we will tick everyone on our tag list. If someone on our tag list hadn't achieved the outcome, we would not tick the box by their name.

Tag Records to Add Interventions

Current Tag Lists

Clients (Click to view) 8 Tagged [Add/Remove Clients](#)

Select All Ticked

	Surname	Firstname	DOB	Ref
<input checked="" type="checkbox"/>	Black	Claudia	21/11/1994	0000123
<input checked="" type="checkbox"/>	Carter	Samantha	03/03/1991	0000019
<input checked="" type="checkbox"/>	Hammond	George	11/07/1992	0000078
<input checked="" type="checkbox"/>	Jackson	Daniel	16/10/1991	0000092
<input checked="" type="checkbox"/>	McKay	Rodney	13/01/1991	0000221
<input checked="" type="checkbox"/>	Mitchell	Cameron	21/12/1991	0000198
<input checked="" type="checkbox"/>	O'Neill	Jack	01/08/1989	0000168
<input checked="" type="checkbox"/>	Shepherd	John	03/12/1990	0000220

If we scroll down underneath our tag list, we see the fields to enter our intervention – in this case a recorded outcome.


Select the **Type** and **Category** from the drop down lists.

Note: Interventions will not save without a Type and a Category.

Once Happy with the Tag Lists - Enter Interventions Record Details

Type	Recorded Outcomes
Category	achieving goals
Entered	
Organisation	
Session ID	

For our example, we select **Recorded Outcomes** and **achieving goals**.

Underneath the Type and Category are various fields. Important fields are SessionID – which we fill in using the search  bubble icon – and the **Start** field, which is the date the outcome happened. (This is usually the same date as the session date.)

Category	achieving goals
Entered	16/12/2008, 15:56:42
Organisation	
Session ID	7368
Start	20/12/2008
End	

We can also change the name of the **worker**, in this example we will change it to Shannon Cormack, the youth worker in charge of this session.

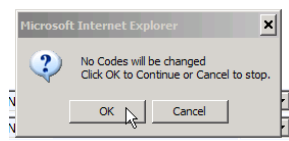
Worker	590  Colin FenwickShannon Cormack
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<input checked="" type="checkbox"/> Youth Worker Evidenced	<input checked="" type="checkbox"/> Young People Evidenced	<input type="checkbox"/> Learning Plan	<input type="checkbox"/> Witness Statement
<input type="checkbox"/> Peer Recording	<input checked="" type="checkbox"/> Audio Visual	<input type="checkbox"/> Award (not accredited)	<input type="checkbox"/> Award (accredited)
Notes			
See Outcomes section of Session 7368 for details of the outcome. All young people attending the session achieved the same outcome.			
<input type="checkbox"/> Tick to clear all Tag Lists on successful insert <input type="checkbox"/> Write Tag Lists History Records			

Note: Do not tick this box. If you do, it will clear all the young people from your tag list.

We also have the **yes/no dropdown flags** to record what evidence backs up the outcomes, and in the notes we refer to the outcomes section on that session page. Finally, click on the **Write Tag Lists History Records** button to write the intervention to all the young people we selected.

You will then see a rather pointless message box. Just click **OK** and carry on.



While Outreach works its magic, we see this message on the screen:-

Write Multiple History Records using Tags

Writing Interventions to Clients...

Loading... Please Wait

After which, if all has been successful, we see the following message:-

Write Multiple History Records using Tags

Writing Interventions to Clients.....Done

Writing Interventions to Organisations..Done

Writing Interventions to Contacts..Done

Attempted to Insert: 8 Records.

Inserted: 8 Records.

[Return to Wizard](#)

[View Client](#)

[Go to Session](#)

Complete

We have just entered a recorded outcome for 8 young people in one go. If we click on the [Go to Session](#) link, we can see all the outcomes saved there:-

Interventions

Client Name	DOB	Type	Category	Worker	Start	End	Or
Samantha Carter	03/03/1991	3	achieving goals	Shannon Cormack	20/12/2008		
John Shepherd	03/12/1990	3	achieving goals	Shannon Cormack	20/12/2008		
Jack O'Neill	01/08/1989	3	achieving goals	Shannon Cormack	20/12/2008		
Cameron Mitchell	21/12/1991	3	achieving goals	Shannon Cormack	20/12/2008		
Rodney McKay	13/01/1991	3	achieving goals	Shannon Cormack	20/12/2008		
Daniel Jackson	16/10/1991	3	achieving goals	Shannon Cormack	20/12/2008		
George Hammond	11/07/1992	3	achieving goals	Shannon Cormack	20/12/2008		
Claudia Black	21/11/1994	3	achieving goals	Shannon Cormack	20/12/2008		

Although the example we used here was for recorded outcomes, the Intervention Wizard can be used to record any intervention type for more than one young person at the same time, just as long as the interventions are the same.