

Comprehensive CAMHS Integrated Workforce Planning Tool: User guidance

How to use the workforce planning template

As soon as you open the template, save it on your own computer

Within the template, there are links to other elements (eg training modules and tools) of this workforce planning tool. To link to these you need to be using a computer connected to the Internet when working through the template.

The template is in MS Word format. This enables you to insert as much text and as many graphics as you like as well as cut and paste and change the order where necessary. To protect the layout and content when the document is complete, you may wish to convert it to pdf, using Adobe Writer.

Populating each section of the template

All text in normal font is there to be retained in the final document. All text in *italics* is there to help and guide the populating of each section and should be deleted when your plan is complete.

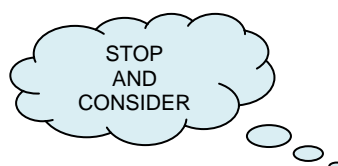
Inserting text from other sources

If you cut and paste text from other sources, especially from the web, or pdf documents, it is advisable to first paste your selected text into **Notepad**, then cut and paste again into your template. This will remove all formatting and codes, enabling you to present the information in your chosen style.

To use Notepad, click on the Start menu on your computer and select from the menu that appears. If it does not appear, right click on Start, select Search, then, under Search by any of the criteria below, type "notepad" and under Look in, select My Computer, then click on Search. When Notepad appears in the window, double click to open it.

Help in populating the template

The following icons are used throughout the template to guide you.



A **model plan** has been provided and we recommend you print off a copy to use as a reference.

In addition there are options to **cut and paste** text and places to **stop and consider** the implications of the evidence. Click on the icons when they appear (you may need to hold down the CTRL key as you click on the icon).

There are also links to other elements (eg training modules and tools) of this workforce planning tool. To link to these you need to be using a computer connected to the Internet when working through the template.

When you have finished your plan, you will find extra pages at the bottom containing all the information from **cut and paste** and **stop and consider**. Just **delete** all these pages as you no longer need them.

Creating graphs and tables using the data workbook

A **data workbook** is provided as an MS Excel spreadsheet which already has the formulae built in to enable you to find data, create graphs and tables and benchmark your service. Where appropriate, instructions and help are given on each page and in comment boxes. Any cell in the spreadsheet with a **red** triangle in the top right corner has a comment box which is activated by moving the mouse over it.

Each Excel worksheet contains a first page of source data. There are some cells in which you will enter your own data: these already have sample data in them, this is just to ensure that the formulae remain functional. **Do not delete these values**, but replace them with your own figures as you proceed. There are also sample charts in each worksheet. These will automatically update as you enter your own data.

Remember, open the template and save it on to your own computer. If you want to use the web links you need to be connected to the Internet when you use the template.