

Aim of PIMS

The goal of PIMS is to assist Leaving Care Commissioners in identifying leaving care placements within the North West region.

Things to use PIMS for;

- Search for suitable leaving care provision
- Download the latest minimum standard documents, insurance details, financial details of the organisation.

Aim of this document

This document provides guidance to Leaving Care Commissioners when using PIMS and by the end of this guide you should be able to:

1. Search PIMS to find suitable leaving care placements
2. Carry out performance searches based on the cost and type of provision
3. Download important information about the provider

General hints

Don't use the back button on internet explorer. Use the internal menu at the top of the page.

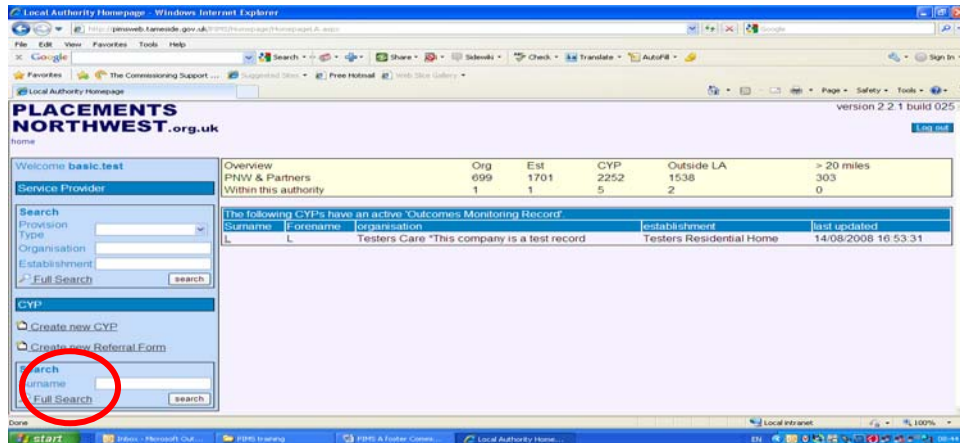
Once you have filled in the search criteria, there are two search buttons one at the top of the page and another at the bottom.

PIMS web address is: <https://pimsweb.tameside.gov.uk/PIMS/Welcome.aspx>

If you lose your password or need general support with PIMS please contact Placements North West on 0161 342 4253/4471

Section 1 Performing a Search

1. Log onto PIMS with your user name and password
2. The home page should appear
3. Click onto full search criteria



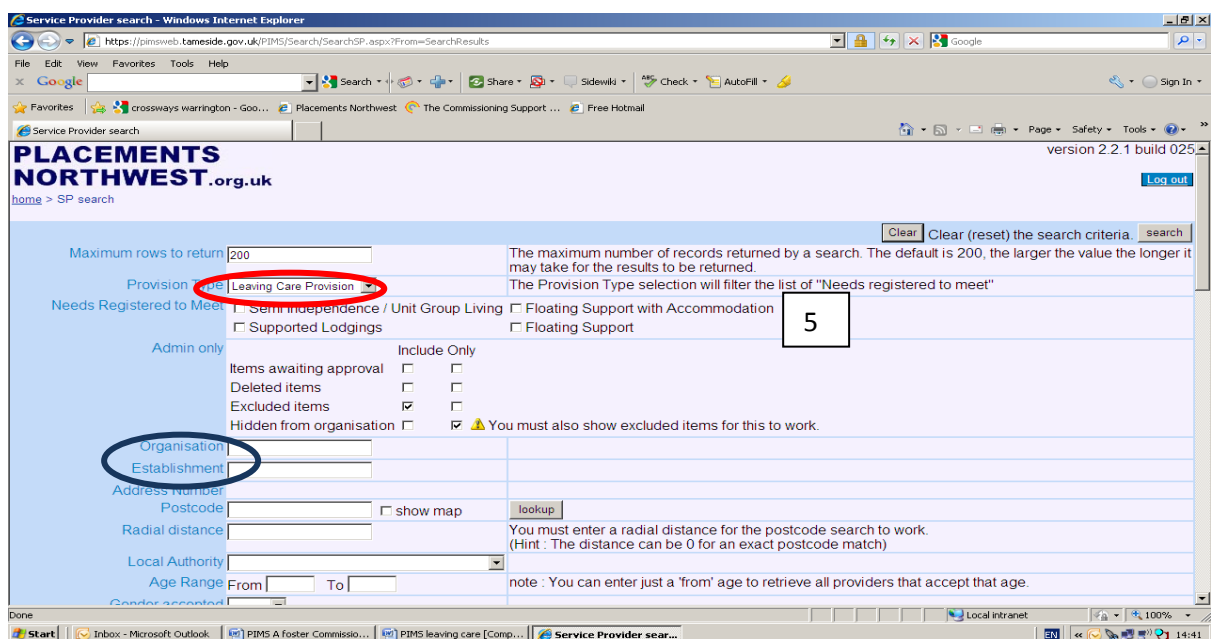
4. From the provision type drop down menu ensure that leaving care provision is selected
5. Below the leaving care provision type: Semi independence, floating support with accommodation, supported lodging and floating support.

Specific searches

Organisation: Search for leaving organisation

Establishment: Not appropriate for leaving care provision

Postcode and Distance: These are only applicable for group living searches (i.e. when services are delivered from a specific location).



Sorting results

There is only two ways in how the results can be ordered for leaving care provision (A).

Distance – Only use for Group Living Searches

Organisation/Establishment- alphabetic order of fostering agency

The other types of searches are not relevant to leaving care: Ofsted score, QA score, PNW and Ranking.

To see more details click on view details (B)

The screenshot shows a web browser window displaying the 'Service Provider search' page on the PIMSWEB.TAMESIDE.GOV.UK website. The page title is 'PLACEMENTS NORTHWEST.org.uk'. The search results section shows a dropdown menu (A) with the following options: Organisation, Distance, Organisation, Establishment, NMS, OFSTED Score, QA Score, Outcomes Score, PNW Score, and Ranking. A button labeled 'details (Hidden from organisation)' (B) is visible next to a search result. The search returned 2 entries. The page also shows a 'Log out' button and a version number 'version 2.2.1 build 025'. The browser window shows the URL 'https://pimswweb.tameside.gov.uk/PIMS/Search/SearchSP.aspx?From=SearchResults' and the search bar contains 'Service Provider search'. The taskbar at the bottom shows several open applications, including 'Inbox - Microsoft Outlook', 'PIMS A foster Commissio...', 'PIMS leaving care [Comp...', and 'Service Provider sear...'. The system clock shows '15:04'.

Additional Information

To open or save any additional information please click on the link with the left mouse.

AI 1: **Insurance** – Change of name and up to date insurance certificate

AI 2: **Equifax Optima** – Financial statement of organisation

AI 3: **Pricing schedule** – Cost of placement

AI 4: **Minimum standards documents**

AI 5: **Minimum Standards Action**

The screenshot shows a Windows Internet Explorer browser window displaying the 'Service Provider Details' page. The address bar shows the URL: <https://pimsweb.tameside.gov.uk/PIMS/ServiceProvider/EditSP.aspx?Mode=Summary&From=searchSP&spId=4074&arId=1>. The page content is organized into several sections:

- Valid To:** 31/03/2009
- Additional Information:** Report Attachments
 - Additional Information 1
 - Additional Information 2
 - Additional Information 3
 - Additional Information 4
 - Service Provider Additional Information
- Staffing ratio:** for example 2:1
 - Min Staff Ratio
 - Max Staff Ratio
- Quality Indicators:**
 - OFSTED Score :
 - QA Score :
 - Outcomes Score :
 - PNW Score :
 - Ranking :
- User Defined Fields:**
 - Admin Date
 - Admin Date 2[ins]
 - Admin: E/fax
- "Unit" related details only:** Various
 - Establishment Details**
 - PNW Internal**
 - Membership paid
 - Exclude from search
 - Reason
 - Hide from Organisation: Establishments with this item selected will not appear when the service provider logs in.
 - Reason
 - PNW Weblink
 - Individual Finance Schedule**