

The goal of PIMs is to assist Residential Commissioners in identifying Residential Placements within, or within 20 miles, of the North West region.

**Aim of this document**

This document provides a guide to Residential Commissioners in using PIMS and has 3 main objectives

1. For users to be able to search PIMS to find suitable Residential Placements within the North West
2. Performance searches based on the cost and quality of provision
3. Download important information about the placements

**General hints**

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

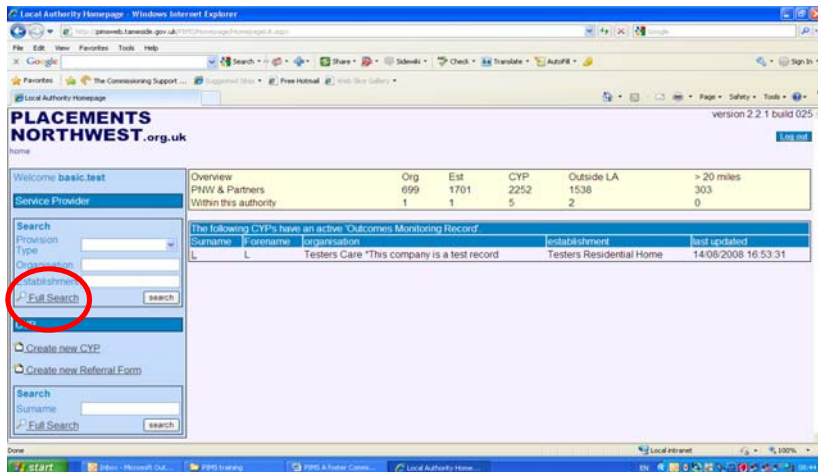
Once you have filled in the search criteria, there are two search buttons one at the top of the page and another at the bottom.

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

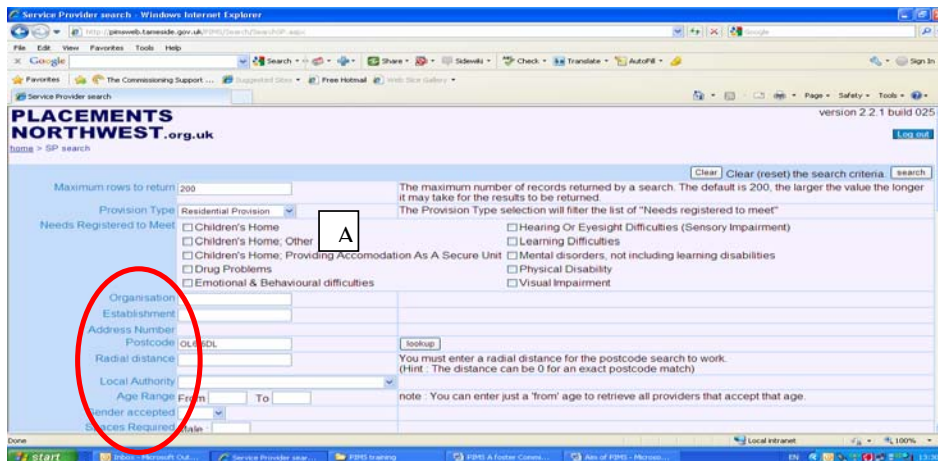
If you lose your password contact the Placements North West on 0161 343 4253/4471

## Section 1 Performing a Search

1. Log onto PIMS
2. The home page should appear
3. Click onto full search criteria



4. Go to the drop down menu in provision type (A) and click onto residential placements. You should notice a change in the screen setup (as below).
- A shows the **Needs Registered to meet** as defined by Ofsted and recorded on the OFSTED certificate.



There are numerous searches that can be performed when looking for residential places.

The red circle highlights several types of searches that can be performed.

It is possible to search for an organisation if you know the establishment name. There are two types of searches you can perform:

**Organisation:** This refers to the companies head quarters

**Establishment:** This refers to the residential home

**Postcode:** If you type in the young person's postcode you can search for placement by distance from postcode. Also in the search results you will be able to see how near the residential placements are to the LAC location. If you don't type in the postcode it will automatically adjust to the Children Service's headquarters of your LA.

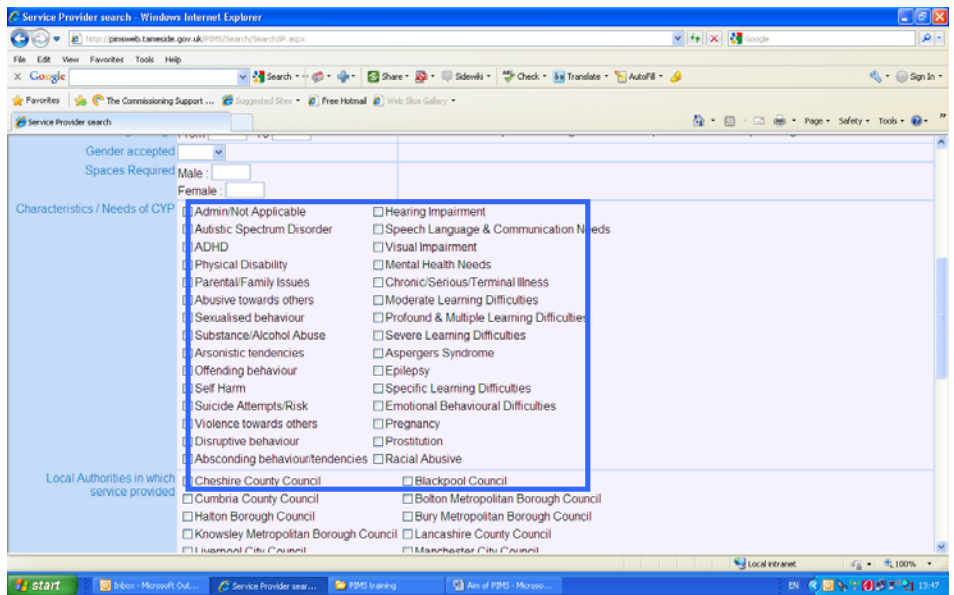
**Radial distance:** You can search the maximum distance you want a placement to be placed from the LAC postcode.

**Age Range:** You can do two searches in the age category: (1) is the range of placements you are looking for, i.e., 10-15 or (2) just type the age of the LAC into the first box.

Formatted: Font: Calibri

**Gender:** If you need to place a LAC in a gender specific placement, i.e., only males or female placement. If you do not need to gender specific placements then leave this section blank.

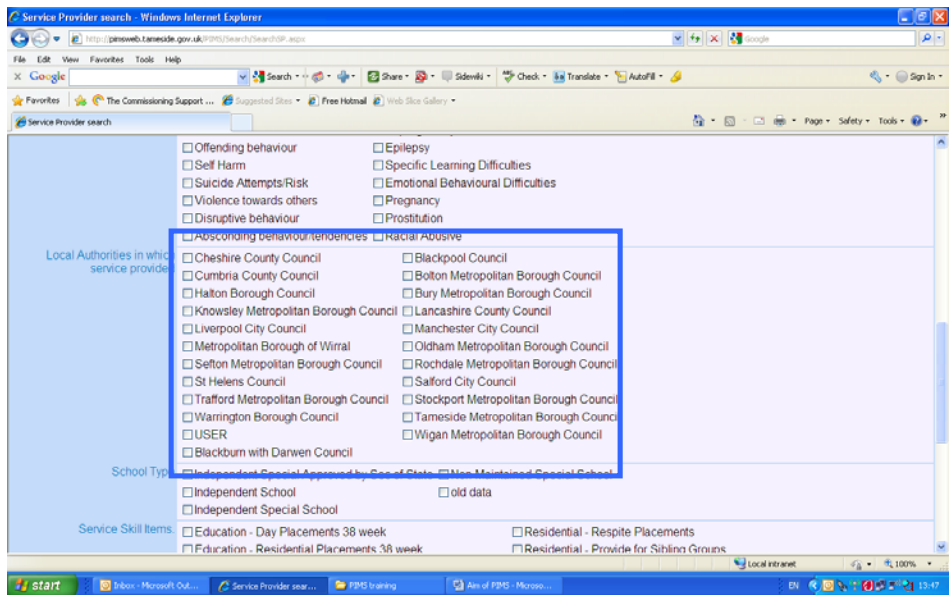
Below a snapshot of services that are offered from residential provider to the local authority (blue box). However, these are **not\_moderated** self-evaluation services from the providers. Therefore, you should use these categories with caution.



The snapshot below shows local authority areas in which residential providers can operate.

This search selection will produce all residential placements operating within the LA. This will over ride any distance limitations you have specified.

Please note that if you add more than one LA into the search it will search for homes in both local authorities.



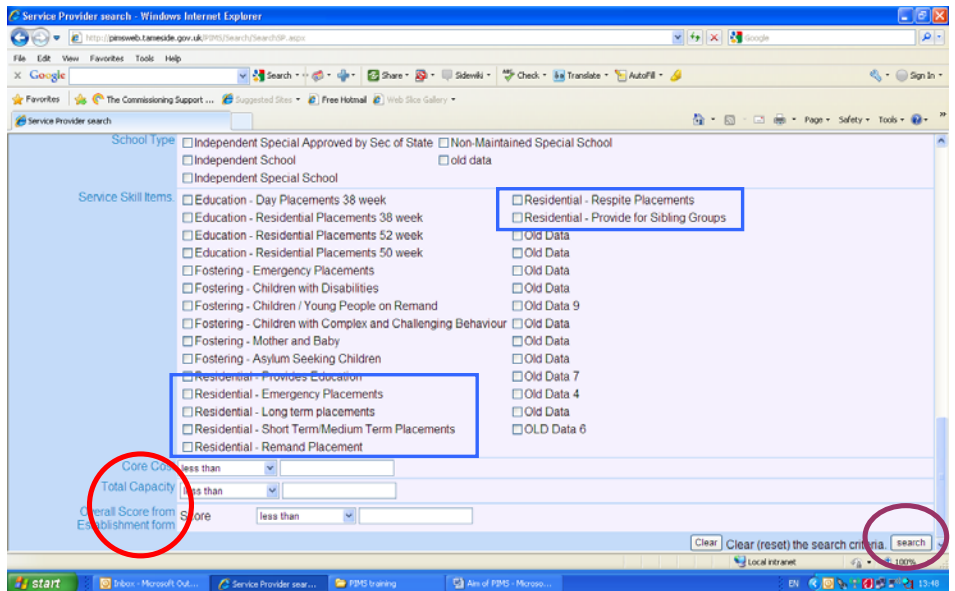
The screenshot below shows more searches for residential placements. The blue box shows the service skills items that can be chosen in residential placements. There are seven options to choose from.

There are three other types of searches that can be performed.

**Core Cost:** You can do a search for placements above or below a given price per week.

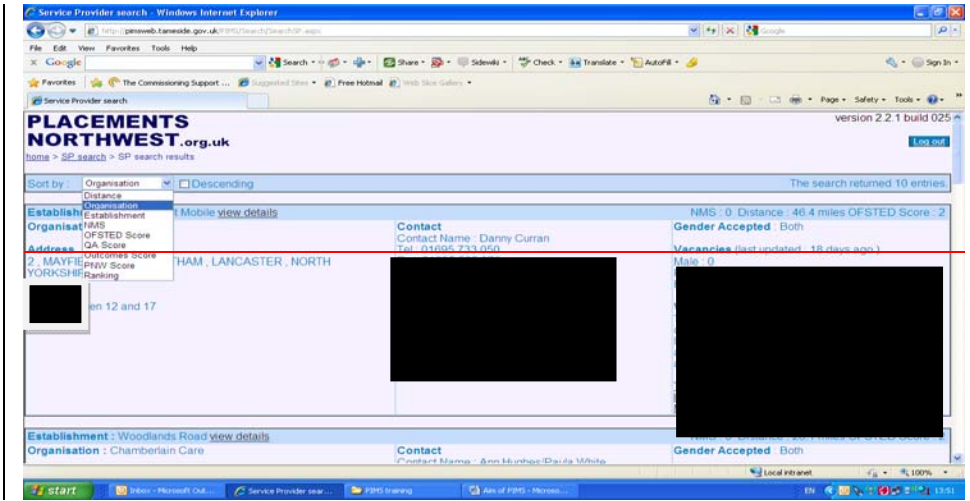
**Total Capacity:** You can do a search for the placements capacity of a residential home.

**Central Score for establishment:** This gives the overall score of the residential placement (1= inadequate, 2 satisfactory, 3 =good and 4= excellent)



Once the search is complete press the 'search' button located in the bottom right hand screen.

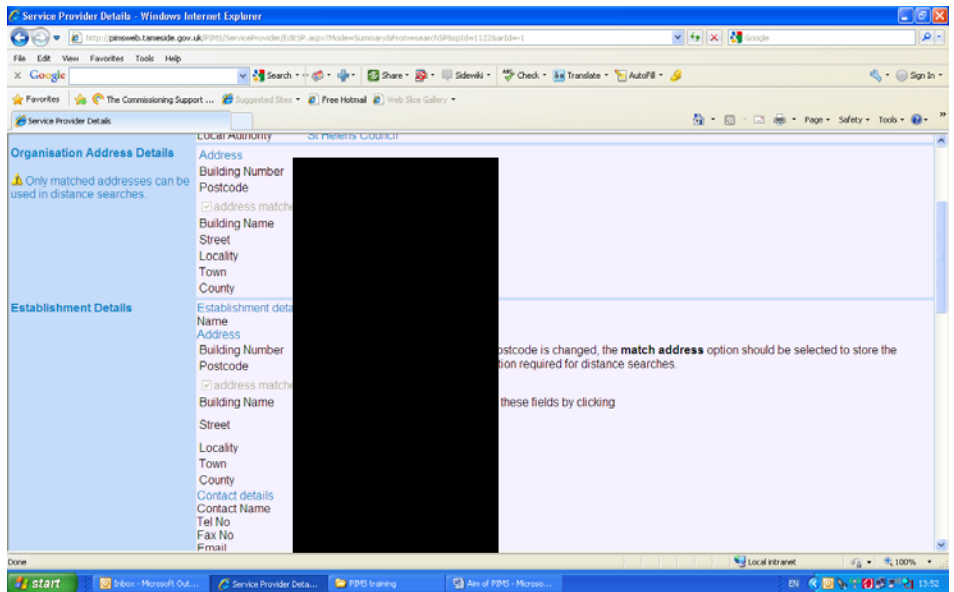
The snapshot below shows the screen after a search has been completed. You can order the results in a variety of ways (shown in chart below). These include Organisation, Establishment & Ofsted score.



The screenshot below shows details of the organisation and establishment. The organisation details relates to the head office whilst the establishment details relate to the residential provision contact details.

Note that vacancy information is not updated and should be disregarded.

Once you have found a residential provision that you want to examine further click on further details



Formatted: Font: Calibri

The red circle gives you the provisional cost of the service. This should be treated as a guide and can be negotiated with the placement provider.

The additional information (in blue box) contains 5 downloadable pieces of information.

Additional Information 1: Last updated insurance document

Additional Information 2: Latest financial statement

Additional Information 3: Latest Ofsted reports

Additional Information 4: Statement of purpose and certificate of registration.

Service Provider Additional Information: Not used

The screenshot shows a web browser window titled 'Service Provider Details'. The page content is organized into several sections on the left and right. On the left, there are sections for 'Supported Languages', 'Service Skill Items', 'Cost Specification', 'Additional Information', 'Staffing ratio', 'Quality Indicators', 'User Defined Fields', and 'Provision Type'. On the right, the corresponding details are listed. A red circle highlights the 'Cost' field, which contains a redacted value. A blue box highlights the 'Report Attachments' section, which lists five downloadable files: 'Insurance 2009.10.pdf', 'Equifax 2009.pdf', 'Ofsted 25.02.2010.pdf', 'Cert of Reg. Inspection Report & statement of purpose.pdf', and 'Service Provider Additional Information'. Below this, there are fields for 'Min Staff Ratio' and 'Max Staff Ratio', and a 'Quality Indicators' section showing 'OFSTED Score : 2', 'QA Score :', 'Outcomes Score :', 'PNW Score :', and 'Ranking :'. At the bottom, there are 'Admin Date' and 'Admin Date 2[ins]' fields, and a 'Placement Type' dropdown set to 'Residential Provision'. The browser's address bar shows the URL 'http://pmsweb.tameside.gov.uk/PMS/ServiceProvider/Details.aspx?Mode=Summary&FromSearchSPRepId=1122&id=1'. The taskbar at the bottom shows the Windows Start button and several open applications including 'Microsoft Outlook', 'Service Provider Details', 'PMS Training', and 'Ass of PMS - Microso...'. The system tray shows the date and time as '13:53'.

Formatted: Font: Calibri