

Guide to using www.hscwm.org.uk

Hscwm.org.uk has been created by Improvement and Efficiency West Midlands (IEWM) to support programmes of work around the integration of health and social care services in the West Midlands.

The site is destination for finding and sharing resources (documents, data, video content); finding and making contact with colleagues across health and social care; and joining special interest groups within the wider health & social care agenda.

It is a resource available to practitioners and managers delivering health and social care services.

Registering on the site

Site users need to register to use the groups, forums and messaging facilities.

Click 'register' in the top right hand corner. This will take you to a form for completion.

Check the box as indicated if you **don't** have a gov.uk or a .nhs email address. This will alert site administration to approve your registration - gov.uk or an nhs email addresses are automatically approved on application.

Once you have registered (and been approved if necessary) you can log in and participate in restricted activities.

Joining Groups

Log in to the site.

Click 'Groups' in the main menu to access a list of groups with descriptions. Click the 'apply to join' button if you want to join one.

Some groups have been set up as private groups and require applicants to be approved by a group administrator and you will be asked a reason for joining. You will then be notified when your application is approved. How long this takes depends on individual administrators.

Each group functions like a mini website. You can see a list of group members, explore documents and other material in the resource area.

Creating Groups

If you want to create a group, first check that a similar group does not already exist, using the a-z function and scanning the listing. Then click on 'start a new group' on the groups page. This will alert the site administrator after you have submitted your request. Remember to check the 'private' box if you want people to apply to join the group.

When your group has been approved by the site administrator, you'll become its 'owner' i.e. the person that started the group and have rights as administrator of the group.

The site owner/administrator can see an administration link in the navigation bar. This provides access to the admin tools to set up and run the group, including setting up/managing forums (see below) uploading resources, approving new members (private groups).

The 'members' link provides a list of members and access to individual members' pages where their activity is shown and there is a facility to message them. 'About' allows owners to provide further information about the group over and above what appears in the group header.

Owners can also see all that is going on in a group, including the member list, and can change the group owner or empower a group member to become an administrator.

Forums

Forums are available for site wide discussion (these are the forums found under the 'forum' link in main menu) and for discussions within groups (link in individual group menus).

Only logged in site members can post public in the forums. Posts made in the site wide forum are public, and viewable by all site visitors.

Users can report forum threads or posts that break forum rules by containing offensive content. The site administrator can edit or delete such threads or posts.

Posts in individual group forums can only be made and seen by logged in site members, and where groups are private, only members of that group can make and view posts.

Topic based discussions (eg about Better Care Fund planning, public health, other issues and subsets of these issues) are best made in the groups forums.

For the site-wide forums, the site administrator has set up the forum categories (site, community and help/feedback) and a series of forums within the categories. As a site user, you are restricted to creating new 'threads' within existing forums. You will see a link 'new thread' when you

click on a forum within a category. You can ask the site admin (email admin@hscwm.org.uk) to set up new forums or even new categories, if you wish.

Forums within groups are set up and managed by the administrator of each group (ie the person that set up the group). Admins should login and then go to their group. They will see an 'Administration' button on the top right hand side of their group's menu.

Clicking on Administration takes admins to the 'back end' of their group. Clicking on Group forum in the left hand menu and then 'manage categories' gives access to forms that enable setting up of categories. Once these are set up, 'manage forums' gives access to forms that enable setting up of forums. Admins can also set who can read, write and create forums, using the dropdown menus. In most cases these should be set to 'registered user'.

Problems

Email the site administrator at admin@hscwm.org.uk