Using Viewpoint as a mentor

Viewpoint for Intandem provides an opportunity for mentors, at regular intervals to:

- Enable young people to undertake self-assessments in relation to their confidence, self-esteem and social isolation and review progress
- Record details of changes in social relationships and review progress
- Record objectives for each young person and monitor progress

Each mentee has a unique login which provides mentor and mentee access to the above functions.

Viewpoint for Intandem can be accessed on any device with an internet connection.

- Using the browser on the device go to www.vptol.co.uk
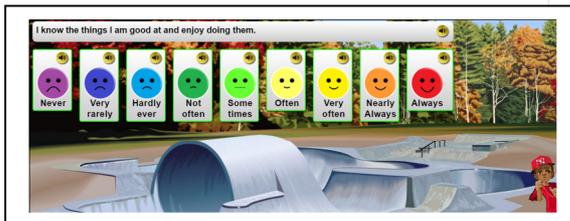

- In the box labelled Organisation enter INTANDEM2
- Then the login and password for the young person

THEN LOG IN and you will see three options

Young person Evaluation: This is the self-evaluation questionnaire. The young person selects start and works through the questionnaire.
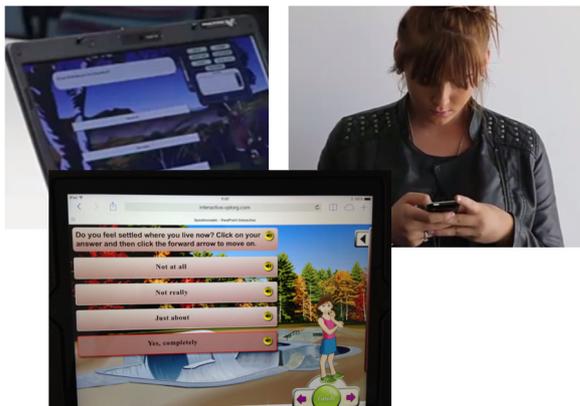
Different styles are available for selection by young people:

with graphics and without graphics

Questionnaires can be accessed online using a laptop, phone or tablet

To enable a young person to login use the internet browser on the device
Go to www.vptol.co.uk

Enter Organisation **INTANDEM2**
and then individual login information for the young person: login and password

Questionnaires can be completed together with the mentor or independently by the young person

Reports can be accessed at any time by logging in with the young person's credentials

Responses can be viewed on screen by selecting the report button and then the report button


Different web report formats can be accessed

At the end of the questionnaire reports are available for each of the evaluation dimensions: confidence; self-esteem and social isolation

Select a report and this will display. (If the questionnaire has been completed more than once multiple displays will appear to show change)

For example self-esteem

Satisfied

Positive

Feel no good

As well as others

Date
14/08/2017
10/08/2017
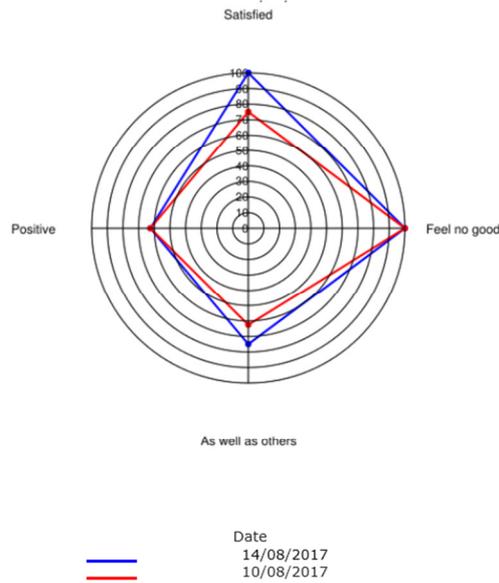
Young Person Evaluation v3	Answered on 10/08/2017		Answered on 14/08/2017
Satisfied			
6 On the whole, I am satisfied with myself.	Very often	⬆	Always
Satisfied totals	75.00%		100.00%
Feel no good			
7 At times I think I am no good at all.	Never	↔	Never
Feel no good totals	100.00%		100.00%
As well as others			
8 I can do things as well as most other people.	Often	⬆	Very often
As well as others totals	62.50%		75.00%
Positive			
10 I take a positive attitude towards myself.	Often	↔	Often
Positive totals	62.50%		62.50%

Social Relationships

The Social Circle information is completed on paper with the young person and then entered into Viewpoint. This enables individual reports to be displayed showing change over time. Select START

If prompted to check people associated with the questionnaire select OK
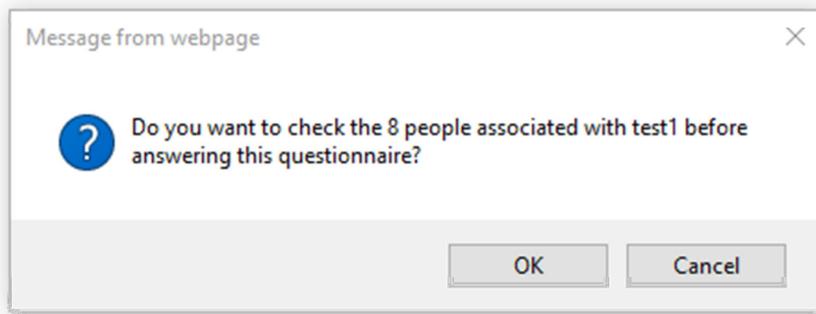
The people associated with the young person will display and new people can be added. Selecting Next will take you to the questionnaire

	Title	Forename	Surname	Nickname	Position		Added By	Added On
rem		john			Friend	add new	test1	21/07/2017 15:14:51
rem		mary			Mother	add new	test1	21/07/2017 15:14:51
rem		harry			Father	add new	test1	21/07/2017 15:14:51
rem		amy	poulson		Teacher	add new	test1	21/07/2017 15:14:51
rem		alice	paull		Teacher	add new	test1	21/07/2017 15:14:51
rem		alan	paull		Teacher	add new	test1	21/07/2017 15:14:51
rem		brian			Friend	add new	vptadmin	02/08/2017 17:15:35
rem		Jane	Brown		Sports coach	add new	vptadmin	02/08/2017 17:16:35
add person						add new		

import people   Cancel   Next

On a first occasion you will be prompted to add people. You can add full names or nicknames and you can create new role descriptions

The initial screen will look like this

	Title	Forename	Surname	Nickname	Position		Added By	Added On
add person	☐				☐	add new		

import people   Cancel   Next

Next add information about the people who are named in the Social Circles diagram

- Select add person to create a new person
- Select add new to add a new description

	Title	Forename	Surname	Nickname	Position	
rem	Ms	Jane	Jenkins		Teacher	add new
rem				Bobby	Friend	add new
add person				Mum	Friend	add new

import people   Cancel   Next

When names have been entered select Next to save

You will then be taken to the questionnaire to enter the Social Relationship information

When the questionnaire displays, the people listed as associated with the young person will appear. Complete the questionnaire by selecting the people that have been drawn on the social circle diagram. Note: Only add a named person to one circle

1 - 🔊 Hello, welcome to the Social Circles questionnaire

Notepad. ⮟

2 - 🔊 Can you list the people closest to you

☐ 🔊 alan paull(Teacher)   ☐ 🔊 alice paull(Teacher)
☐ 🔊 amy poulson(Teacher)   ☐ 🔊 brian(Friend)
☐ 🔊 harry(Father)   ☐ 🔊 Jane Brown(Sports coach)
☐ 🔊 john(Friend)   ☐ 🔊 mary(Mother)

Notepad. ⮟

3 - 🔊 Can you list the people next closest to you

☐ 🔊 alan paull(Teacher)   ☐ 🔊 alice paull(Teacher)
☐ 🔊 amy poulson(Teacher)   ☐ 🔊 brian(Friend)
☐ 🔊 harry(Father)   ☐ 🔊 Jane Brown(Sports coach)
☐ 🔊 john(Friend)   ☐ 🔊 mary(Mother)

Notepad. ⮟

Exit   Next

On completion you will be taken to the results page. Select see your social circles report

Questionnaire: Social Relationships
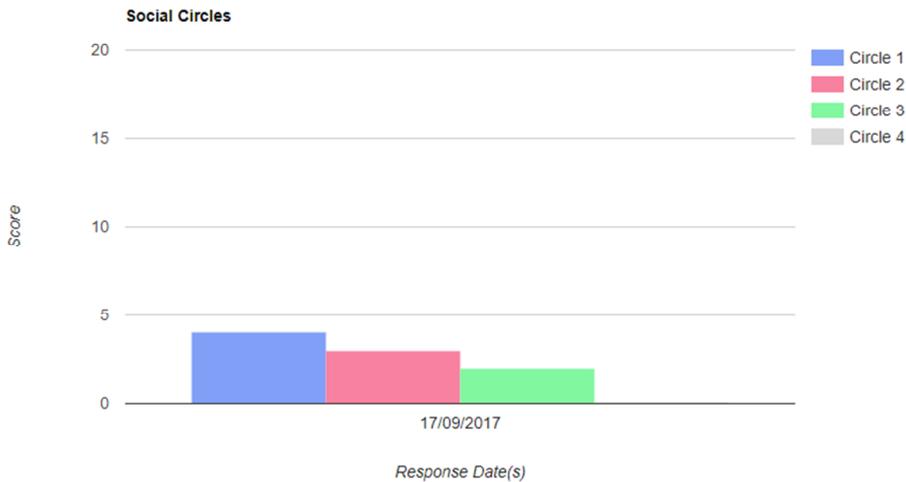Date 17 September 2017

🔊   See your answers

🔊   See your social circles report

🔊   Start questionnaire

You will then see the report for one or more versions of the social circles report

Social Circles

Date	Circle	Person	Movement	Movement Score Positive	Negative	Number of People	Circle Score
17/09/2017	1	george (Brother)	⬆	4		1	4
	2	jon (Friend)	⬆	3		1	3
	3	paul (Friend)	⬆	2		1	2
	4					0	0
Totals				9		3	9

- The report shows the people in each circle by date
- The Chart shows the **Circle Score** (the number of people in each circle, and multiplying the number by 4 for "people who care about me", 3 for "people I can talk about anything with", 2 for "people I really like being with" and 1 for "people I talk to and play games with".)
- The Movement Score is based on the value of each Circle (inner circle 4, next circle 3, then next 2 and the outer circle 1) the number of people in each circle and the difference in the value associated with each person.

Edit User Objectives

This function enables you to record goals/objectives for each mentee and to note progress

To access this function click on the words Edit User Objectives

CLICK ON THE TEXT TO OPEN

The Objectives page for the young person appears. If objectives have been set they will display. Use the scroll bar to view more objectives

login	mdemo1
Forename	Murray
Surname	Davies

print objective(s)   add objective

Objective	Primary SHANARRI Indicator	Secondary SHANARRI Indicator	Tertiary SHANARRI Indicator	Status	Status Date (dd/mm/yyyy)	Comments	Added By	Added On
To participate in local activities	Active	Achieving	Healthy	Agreed	18/07/2017	To be achieved by mentee attending activity at local leisure centre	vptadmin	17/09/2017 15:52:06
				Started	15/07/2017	Arranged for mentee to attend football training	vptadmin	17/09/2017 15:52:06
				Complete	15/09/2017	Mentee is now attending football training regularly and independently	vptadmin	17/09/2017 15:53:18

On a first occasion the screen will look like this.

Edit User Objectives

Save and Exit

Cancel

login	mdemo2
Forename	Martin
Surname	Davies

print objective(s)   add objective

First select add objective, and then complete the fields. **You can save at anytime**

You can then add actions

You can add new objectives at any time and record progress.