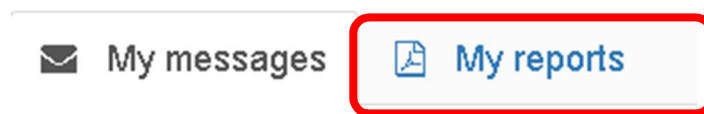# PROVIDER PORTAL INSTRUCTIONS: BETTER START REPORTING

Over the last few terms providers have been submitting child level progress data to Nottinghamshire County Council using the Better Start module in the provider portal. There are some reports that providers can now run for themselves within the module, based on the data previously submitted. This might help you track the progress of a cohort of children over time.

These instructions show you how to run the reports from the Better Start module with example layouts of data that will be produced in each report.
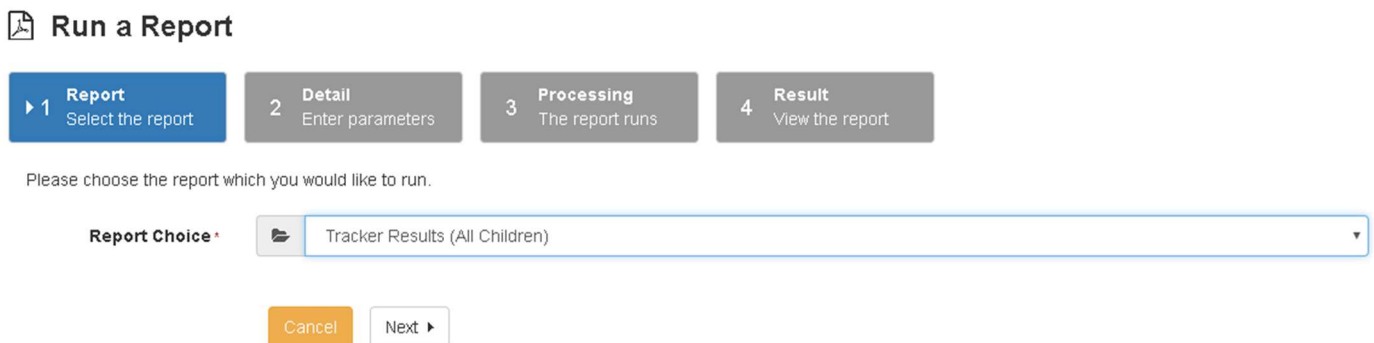
Step 1) Click on:

Step 2) Click on My reports (to right of 'My messages'):

Step 3) Click on Run a Report:

＋ Run A Report
Schedule a new report to be created.

Step 4) Choose a report from the drop down list and click next:

📄 Run a Report

▶ 1 Report Select the report	2 Detail Enter parameters	3 Processing The report runs	4 Result View the report

Please choose the report which you would like to run.

Report Choice* 📂 Tracker Results (All Children) ▾

Cancel | Next ▶

If you would like more information about the content of these reports, please contact your local authority.

Step 5) Give your report a description:
e.g. 'ABC nursery all children as at April 2018'

Step 6) Enter any parameters required if they are available in the report:

e.g. you could select one or all of the following:

- Male or Female only in Gender (default value is all),
- A particular ethnic group (default value is all)
- Results start and end date
- A particular assessment area, e.g. Speaking (default value is all)
- A date of birth range of children

You may also be able to enter filters if they are available in the report, e.g. EYPP, DCATCH, TYOF (two year old funded), EAL (English as Additional Language)

The report will run and you will see a processing status which you can refresh:

Processing Status

	Report Submitted:	Today 11:53
	Run Status:	The report is being created. Processing started at : **23/04/2018 11:53:47**

When the report is complete the status will show a tick:

Processing Status

	Report Submitted:	Today 11:53
	Run Status:	The report ran at 23/04/2018 11:53:47

Summary of the submitted report

Provider Service:	XXX Notts Test Headcount Provider - XXX Notts Test Headcount Provider
Report Chosen:	Tracker Results (All Children)
Description:	Test tracker report April 2018
Summary of Parameters:	All, ALL, 01/01/2017, 23/04/2018, ALL, false, false, false, false, 01/01/2012, 31/03/2016

◄ Previous | Home | View Report | 🗑 Remove Report

Click View Report to view the results or Remove Report to delete it.

On the next few pages we will show you the type of output you get for each report in the drop down list.

📂 | Tracker Results (All Children)

Average Attainment by Cohort
Count of Children by Band
Child History Report
Child Summary Report
Tracker Results (All Children)

ion about the content of these reports, please contact your local authority.

A. Report: Tracker Results (All Children)

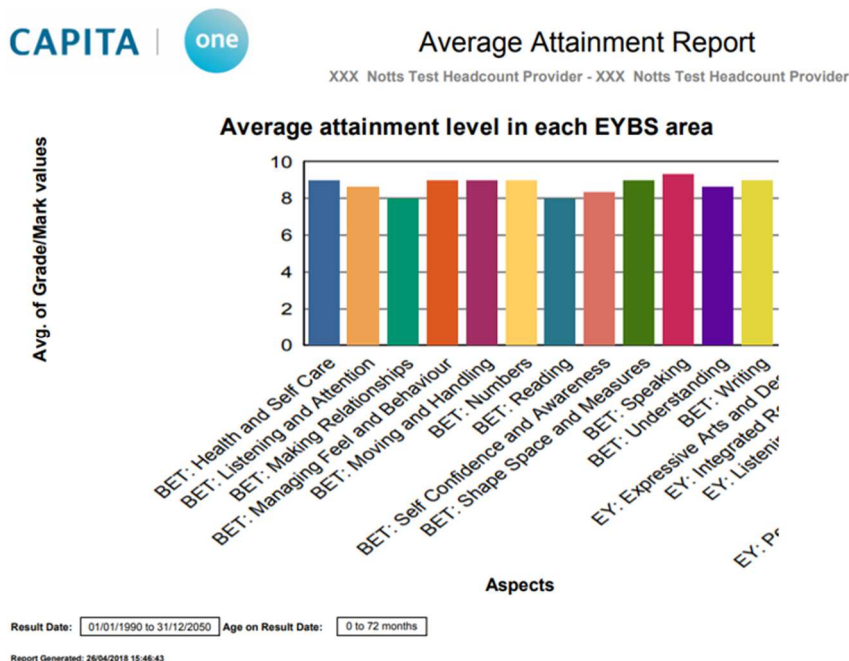### XXX Notts Test Headcount Provider
BET: Health and Self Care

Below	At Risk	Expected	Above

				TYO F	EYP P	NCC LAC	SEN D/ INCL	EAL	ETH	26	27	28	29	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
																					Age In Months When Assessed							
Smith	John	01/01/2015	M	✓				ENG	NOBT		7		7				14				14							
Smith	Wilbur	02/01/2015	M	✓		✓		ENG	NOBT										12					12				14
Smith	Winnie	03/01/2015	F	✓				ENG	WBRI				11	11					11					14				
Smith	Henry	04/01/2015	M	✓				ENG	WBRI								9		9				14					14
Smith	Violet	05/01/2015	F	✓	✓			ENG	WBRI			11	11				14				14							
Smith	Terence	06/01/2015	M	✓			✓	REF	NOBT								9				11				11			

- This tracker report shows whether or not the child is making expected progress for their age (also above or below expected progress for the age in months when the assessment was recorded).
- If a child is deemed 'At Risk' in a particular assessment, it is recommended that the setting has a conversation regarding the child with their Early Years Specialist Teacher/Area SENCo.
- Please note that in general, Better Start task data is set with an age calculation date of the middle of the term when it is collected, so the Age in Months when the child was assessed, may be approximate in the reports. See table of approximate age calculation dates:

Termly Better Start task	Age calculation date
Spring	Late Feb/Early March
Summer	June
Autumn	October

N.B. run this report whilst before the children have left the setting or they may not appear on it if you run in retrospect.

B. Report: Average Attainment by Cohort

CAPITA | one   Average Attainment Report

XXX Notts Test Headcount Provider - XXX Notts Test Headcount Provider

Average attainment level in each EYBS area

Result Date: 01/01/1990 to 31/12/2050 | Age on Result Date: 0 to 72 months

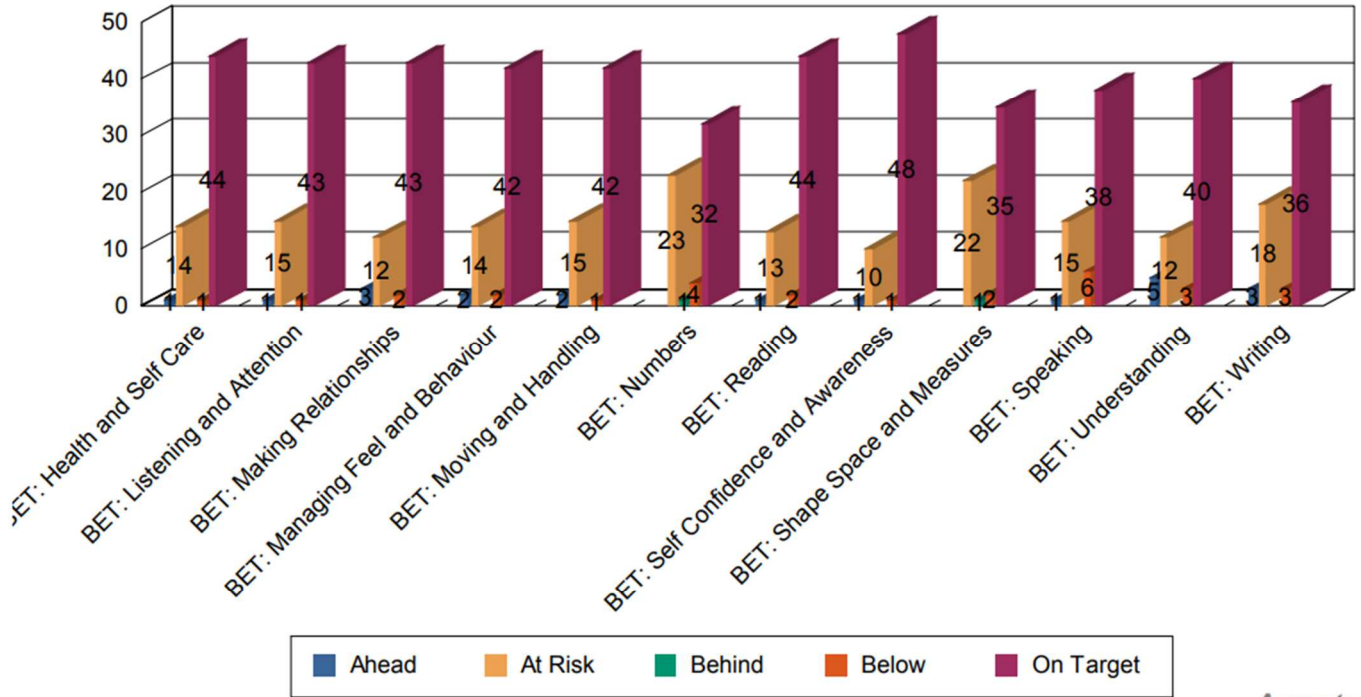Report Generated: 26/04/2018 15:46:43   Page 1 of 5

This report may help you identify weak or strong areas of the curriculum for all children within the age parameters of the report.

C. Report: Count of Children by Band (i.e. assessment area)

CAPITA | one

Number of Children In Each Band Report

XXX Notts Test Headcount Provider - XXX Notts Test Headcount Provider

Legend: Ahead | At Risk | Behind | Below | On Target

Aspects

| Result Date: | 01/01/1990 to 31/12/2050 | Age on Result Date: | 0 to 72 months |

Report Generated: 26/04/2018 15:54:02

D. Report: Child History Report (for individual child selected)

CAPITA | one

Child History Report

XXX Notts Test Headcount Provider - XXX Notts Test Headcount Provider

Name: Xxxtestforename Xxxtestsurname

Assessment Dates:

Aspect:	25/04/2017
BET: Health and Self Care	4C
BET: Listening and Attention	4C
BET: Making Relationships	4C
BET: Managing Feel and Beha	4C
BET: Moving and Handling	4C
BET: Numbers	4B
BET: Reading	4C
BET: Self Confidence and Awa	4C
BET: Shape Space and Measu	4A
BET: Speaking	4A
BET: Understanding	4B
BET: Writing	4B

Reminder of grade, value, description

Grade	Value	Description
7A	21	EYFS Achieved (48-60), (Very Secure)
7B	20	EYFS Achieved (48-60), (Mostly Secure)
7C	19	EYFS Achieved (48-60), (Beginning)
6A	18	40-60+ months, EYFS 6 (Very Secure)
6B	17	40-60+ months, EYFS 6 (Mostly Secure)
6C	16	40-60+ months, EYFS 6 (Beginning)
5A	15	30-50 months, EYFS 5 (Very Secure)
5B	14	30-50 months, EYFS 5 (Mostly Secure)
5C	13	30-50 months, EYFS 5 (Beginning)
4A	12	22-36 months, EYFS 4 (Very Secure)
4B	11	22-36 months, EYFS 4 (Mostly Secure)
4C	10	22-36 months, EYFS 4 (Beginning)
3A	9	16-26 months, EYFS 3 (Very Secure)
3B	8	16-26 months, EYFS 3 (Mostly Secure)
3C	7	16-26 months, EYFS 3 (Beginning)
2A	6	8-20 months, EYFS 2 (Very Secure)
2B	5	8-20 months, EYFS 2 (Mostly Secure)
2C	4	8-20 months, EYFS 2 (Beginning)
1A	3	0-11 months, EYFS 1 (Very Secure)
1B	2	0-11 months, EYFS 1 (Mostly Secure)
1C	1	0 - 11 months, EYFS 1 (Beginning)

E. Report: Child Summary Report

📈 Report Parameters - Child Summary Report

1 Report Select the report	▶ **2** Detail Enter parameters	**3** Processing The report runs	**4** Result View the report

Report Format * 📂 PDF - Portable Document Format ▾

Give your report a description 📂 Test April 2018

Please provider the following parameters required by the report.

Child * ✏️ Test child ▾

Submission Date: * ✏️ Betterstart Spring Term 2018 - EYFS_SPRING (submitted on 20/03/2018) ▾

This report shows a summary of a termly assessment for an individually selected child, example below:

Child Summary

Nottinghamshire County Council

ABC Nursery

Name & DOB: Test child dd/mm/yyyy

Type of Assessment: EYFS_SPRING

Assessment Date: 1-Mar-2018

Below is a summary of your child's progress:

EY: 2 year progress check
Grade: Yes

BET: Listening and Attention
Grade: 30-50 months, (Beginning)

BET: Understanding
Grade: 30-50 months, (Mostly Secure)

BET: Speaking
Grade: 22-36 months, (Mostly Secure)

BET: Moving and Handling
Grade: 30-50 months, (Mostly Secure)

BET: Health and Self Care
Grade: 22-36 months, (Mostly Secure)

BET: Self Confidence and Awareness

F. Report: Betterstart Performance Summary By Date ALL

📈 Report Parameters - BetterstartPerformanceSummaryByDateALL

| 1 | Report — Select the report | ▶ 2 | Detail — Enter parameters | 3 | Processing — The report runs | 4 | Result — View the report |

Report Format * 📁 PDF - Portable Document Format ▼

Give your report a description 📁 ABC Nursery Summer BS Perf_sum_ALL

Please provider the following parameters required by the report.

Result Date From: * 🗓 01/04/2018 13:38:16

Result Date To: * 🗓 31/08/2018 13:38:28

◀ Previous   Cancel   Next ▶

This report shows a summary of termly assessments in all prime areas of early learning goals for your whole cohort (for all results entered in that term), example below:

	Cohort No.	Emerging No.	Emerging %	Expected No.	Expected %	Exceeding No.	Exceeding %	>=Exp No.	>=Exp %	
Prime Learning Goals	37	19	51.4	18	48.6	0	0.0	18	48.6	
Communication & Lang	37	15	40.5	22	59.5	0	0.0	22	59.5	
Listening & Attention	37	6	16.2	31	83.8	0	0.0	31	83.8	
Understanding	37	9	24.3	27	73.0	1	2.7	28	75.7	
Speaking	37	13	35.1	23	62.2	1	2.7	24	64.9	
Physical Development	37	11	29.7	26	70.3	0	0.0	26	70.3	
Moving & Handling	37	9	24.3	28	75.7	0	0.0	28	75.7	
Health & Self-care	37	8	21.6	27	73.0	2	5.4	29	78.4	
Pers, Soc & Emot Devel	37	13	35.1	23	62.2	1	2.7	24	64.9	
Self-conf & Self-aware	37	5	13.5	31	83.8	1	2.7	32	86.5	
Managing Feel & Behav	37	11	29.7	25	67.6	1	2.7	26	70.3	
Making Relationships	37	6	16.2	30	81.1	1	2.7	31	83.8	
Specific Learning Goals	37	23	62.2	14	37.8	0	0.0	14	37.8	
Literacy	37	13	35.1	24	64.9	0	0.0	24	64.9	
Reading	37	9	24.3	28	75.7	0	0.0	28	75.7	
Writing	34	8	23.5	26	76.5	0	0.0	26	76.5	
Mathematics	37	23	62.2	14	37.8	0	0.0	14	37.8	
Numbers	37	23	62.2	14	37.8	0	0.0	14	37.8	
Shape, Space, Measure	36	15	41.7	21	58.3	0	0.0	21	58.3	
Expected Level of Development								13	35.1	

G. Report: Betterstart Performance Summary By Term TARGET

📈 Report Parameters - BetterstartPerformanceSummaryByTermTARGET

1 **Report** Select the report	▸ 2 **Detail** Enter parameters	3 **Processing** The report runs	4 **Result** View the report

Report Format* 📂 PDF - Portable Document Format ▼

Give your report a description 📂 ABC nursery Summer BS Perf_sum_TARGET

Please provider the following parameters required by the report.

Financial Year* ✏️ 2018/19 ▼
or enter a custom value
✏️ 2018

Term:* ✏️ Summer Term ▼
or enter a custom value
✏️ Summer Term

◀ Previous   Cancel   Next ▶

This report shows a summary of termly assessments in all prime areas of early learning goals for your target cohort (results for 'target children', i.e. children drawing down EYPP, 2YOF, CIN, CPP, DAF, INCL entered in that term), example below:

	Cohort No.	Emerging No.	Emerging %	Expected No.	Expected %	Exceeding No.	Exceeding %	>=Exp No.	>=Exp %
Prime Learning Goals	20	8	40.0	12	60.0	0	0.0	12	60.0
Communication & Lang	20	8	40.0	12	60.0	0	0.0	12	60.0
Listening & Attention	20	8	40.0	12	60.0	0	0.0	12	60.0
Understanding	20	8	40.0	12	60.0	0	0.0	12	60.0
Speaking	20	8	40.0	12	60.0	0	0.0	12	60.0
Physical Development	20	7	35.0	12	60.0	1	5.0	13	65.0
Moving & Handling	20	2	10.0	17	85.0	1	5.0	18	90.0
Health & Self-care	20	7	35.0	12	60.0	1	5.0	13	65.0
Pers, Soc & Emot Devel	20	8	40.0	12	60.0	0	0.0	12	60.0
Self-conf & Self-aware	20	7	35.0	13	65.0	0	0.0	13	65.0
Managing Feel & Behav	20	8	40.0	12	60.0	0	0.0	12	60.0
Making Relationships	20	8	40.0	12	60.0	0	0.0	12	60.0
Specific Learning Goals	19	8	42.1	11	57.9	0	0.0	11	57.9
Literacy	19	8	42.1	11	57.9	0	0.0	11	57.9
Reading	19	8	42.1	11	57.9	0	0.0	11	57.9
Writing	19	7	36.8	11	57.9	1	5.3	12	63.2
Mathematics	19	7	36.8	12	63.2	0	0.0	12	63.2
Numbers	19	7	36.8	12	63.2	0	0.0	12	63.2
Shape, Space, Measure	19	7	36.8	12	63.2	0	0.0	12	63.2
Expected Level of Development								11	55.0

H. Report: Betterstart Performance Monitor Latest Tracker Result

📈 **Report Parameters - BetterStart Performance Monitor Latest Tracker Result**

1	**Report** Select the report	▸2	**Detail** Enter parameters	3	**Processing** The report runs	4	**Result** View the report

Report Format *   📂   PDF - Portable Document Format ▾

Give your report a description   📂   ABC Nursery Perf Mon Latest Tracker

Please provider the following parameters required by the report.

Enter Gender: *   ✏   All - All ▾
or enter a custom value
✏   All

Enter Ethnicity: *   ✏   ALL - All ▾
or enter a custom value
✏   ALL

Enter ResultsStartDate: *   📅   01/09/2017

Enter ResultsEndDate: *   📅   10/05/2019

Assessment Area: *   ✏   ALL ▾
or enter a custom value
✏   ALL

Current EYPP Only: *   ☐

Current TYOF Only: *   ☐

Filter DCATCH Only: *   ☐

Filter EAL Only: *   ☐

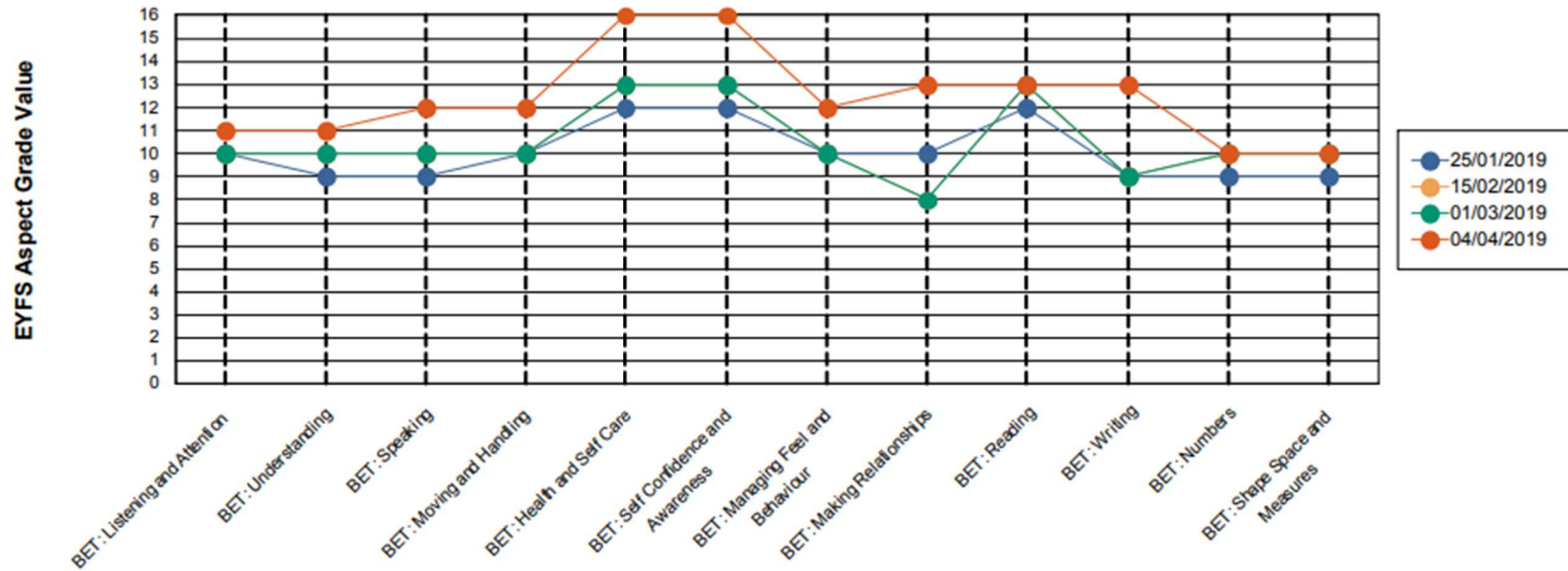**DOB from:** *   📅   01/01/2014

DOB to: *   📅   31/03/2017

This report will return a page for each child showing all previous assessments in a graph, and the latest tracker result for that child – **see example on next page**.

A similar report (**Better Start Performance Monitor Individual Student**) can be run where the provider can run the same report for an individual child, rather than a cohort of children.

This version of guidance updated on 10/05/2019

Betterstart Performance Monitoring Progress Report - Cohort with Latest Tracker Result

Joe Bloggs, 01/05/2015, M, current age 3 yrs 9 months as at report run on date

19-21	EYFS Achieved	
16-18	40-50+ months	(3y4m-4y+)
13-15	30-50 months	(2y6m-4y2m)
10-12	26-36 months	(2y2m-3y)
7-9	16-26 months	(1y4m-2y2m)
4-6	8-20 months	(8m-1y8m)
1-3	0-11 months	

Assessment date and age at time of assessment

04/04/2019	2 yr(s) 9 mth(s)
01/03/2019	2 yr(s) 8 mth(s)
15/02/2019	2 yr(s) 8 mth(s)
25/01/2019	2 yr(s) 7 mth(s)

Latest result	Age in months	BET: Listening and Attention	BET: Understanding	BET: Speaking	BET: Moving and Handling	BET: Health and Self Care	BET: Self Confidence and	BET: Managing Feel and	BET: Making Relationships	BET: Reading	BET: Writing	BET: Numbers	BET: Shape Space and Measures
04/04/2019	33	At Risk	At Risk	On Target	On Target	Ahead	Ahead	On Target	On Target	On Target	On Target	At Risk	At Risk

Report Run on 04/04/2019