## DRD DASHBOARD BUTTON

After logging in to IMS you will see a button for the '***Drug Related Deaths Dashboard***' as shown here. Access is enabled for individual user accounts. If you do not see this option, please contact us to have it added to your account.

DASHBOARD

The dashboard page includes a panel for news and updates as well has summary overview figures. The left-hand menu options include the DRD record data entry, annual and themed reports, and a reports folder for quarterly panel reports.

Select the **DRD Records** option for the data entry form, and to review the DRD records list.
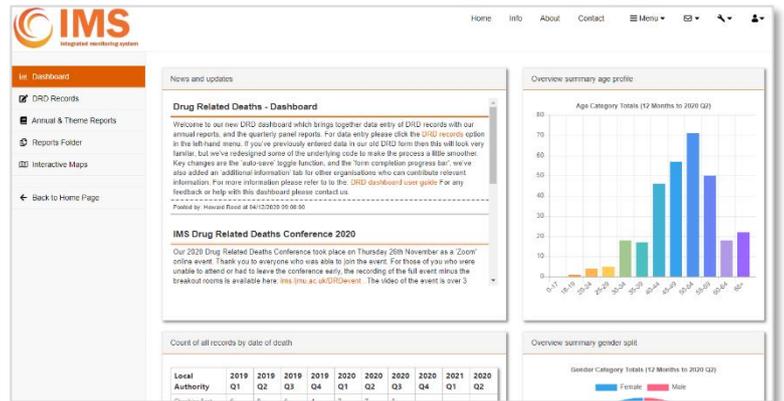
DRD RECORDS LIST

This list is user specific. You will only see those forms you have entered previously and forms for which you have been given access. If you are assigned a Local Authority area you will have access to all forms for that area, and you will receive email notifications when a new form is added. If you need to share an individual form with other colleagues, please contact us.
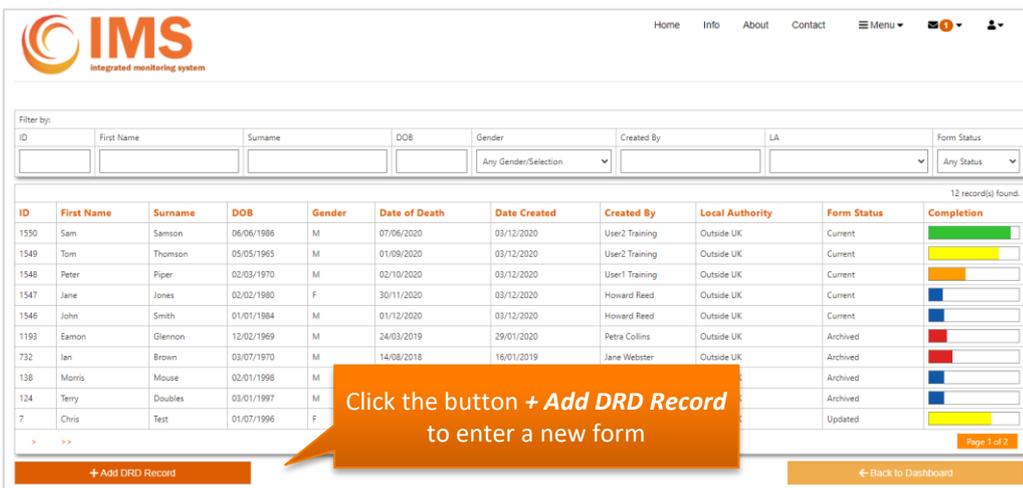
The list will show 10 records on each page, you may sort the list by clicking on the orange column label text. Or filter the records by using the filter boxes.

Click anywhere on the record text to open that individual record.

Click the button **+ Add DRD Record** to enter a new form

Form Status:

- ***Current*** - a new form, the case has not yet been reviewed and it will be added to the next DRD panel report.
- ***Archived*** - the case has already appeared at a DRD panel for discussion and review.
- ***Updated*** - this case has already been reviewed at a DRD panel but has new information (e.g. the coroner report). The case will be presented again at the next panel discussion.

NOTE: If you add new information to an 'Archived' record which might necessitate further panel discussion please contact us to have the record marked as 'Updated'.

NEW DRD FORM - AUTOSAVE

The DRD form has an autosave switch, when you open a blank form this option will be OFF. You must first complete minimum required fields in *Main Details* to create the record, then you can toggle the *Autosave switch ON*

When you toggle the Autosave ON the record will immediately save, and then 'auto-save' again every 3 minutes.

But you should still remember to click *Save & Close* when you have finished the form in case of any unsaved work.

In the example below the minimum required fields have been completed, and Autosave toggled ON.

✓ A green confirmation message shows that the DRD record saved successfully.

✓ The form completion bar is blue, showing that only the minimum fields have been entered.

✓ The form includes two new tabs - '*Additional Information*' and '*Supporting Documents*' These tabs only appear after the record is first saved.

EXISTING DRD FORMS – AUTOSAVE ON / OFF

☑ When you open an existing DRD form the default position for *Autosave* is *ON*. This is useful if when you are continuing to update a record, and prevents you losing data if your logged in session times out.

☒ But if you are only reviewing the record you may wish to toggle the *Autosave OFF* to prevent accidentally saving and overwriting any changes to the record.

VALIDATION MESSAGES

When saving the form the data is validated, if any error messages appear you need to correct the error before attempting to save the record again.

DRD FORM COMPLETION PROGRESS

The DRD form includes 5 primary tabs: **Main Details**, **Employment & Housing**, **Details of Death**, **Health & Medical**, and **Substance Misuse Service**. You should navigate between these tabs and complete all applicable details. As the sections are completed the form progress bar will update and change colour. The completion progress indicator colour is also shown in the DRD records list.

The progress bar is only intended as a visual aid for the form completion progress, it's acknowledged that with some cases only limited data will be available. Also please note that the **Additional Information**, **Supporting Documents**, and **Coroner Data** tabs are not used during the progress bar calculation.

ADDING MULTIPLE RESPONSES

Some sections of the form allow you to add multiple responses, whenever you see the green **"+ Add….."** button you may enter multiple responses for that section. Remember as with all sections of the form these responses are not saved until you click **Save & Close** (or the autosave point occurs).

CORONER DATA

Where available, this data will usually be entered by the IMS team. You can review it on the **Coroner Data** tab.

ADDITIONAL INFORMATION

The first five primary tabs should usually be completed by the main reporting service such as the drug/alcohol service provider. Where other organisations can provide additional information, this should be added via the *'Additional Information'* tab. Please make sure you use the green *+Add/Update* button to add information to the list.

IMPORTANT: If you are updating a record that was initially created by another service provider please always add your details in the additional information section, this helps to build a picture of who has contributed to this record.

ATTACHING SUPPORTING DOCUMENTS

The Supporting Documents tab allows you to upload supporting files such as NDTMS data. The attached documents are only linked to the individual form you have selected.