

Date: August 2020

Title: Timelines – How To

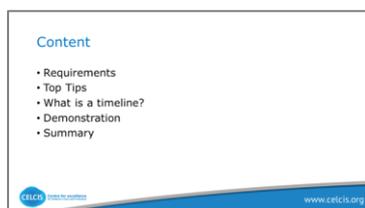
Speaker: Carol Ann Anderson, Data Analyst, CELCIS

You are watching a webinar about the PACE programme from the delivery team in CELCIS, at the University of Strathclyde. PACE is a Quality Improvement programme, aiming to reduce drift and delay in permanence planning for looked after children. These webinars were recorded in the spring of 2020, so please be aware that key changes in legislation, guidance and practice may have occurred since this time.



Welcome to the Timeline How To webinar.

I'm Carol Ann Anderson, data analyst at CELCIS, and I'll be walking you through a practical example in how to create a timeline.

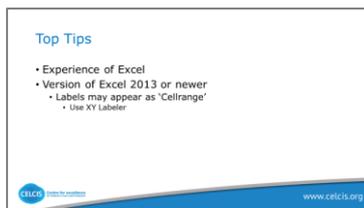


In today's webinar, we will cover what is required to create a timeline, a reminder of what a timeline is and what it looks like, some top tips, and a practical demonstration on how to create a timeline, and finally, a summary of what we have learned.



To create a timeline, you'll need access to Microsoft Excel. Also, you will be given access to the following documents:

- The How To document, which is a written version of what we will go through today.
- The Excel template which you will complete to create a timeline.
- An example sheet, this is helpful to share if you will be completing the timeline on behalf of a colleague.
- And information sheet for XY Labeler, should you require to download. I'll explain a bit more in the presentation about this.
- Child shadows, which you may find useful to enhance your timeline. These will be displayed at the practical demonstration.



It's important that you're proficient in the use of Excel, so not opening Excel for the first time. Whilst the How To document provides a step by step guide, experience of Excel functionality is essential.

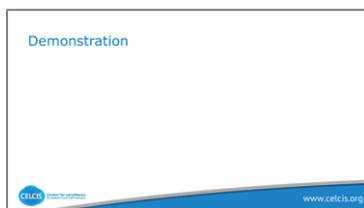
The Excel template has been created for Excel version 2013 onwards. If you have an older version of Excel, some of the functionality required is not available in the older versions. The main issue identified is the lack of labels, the labels will appear as cell range and will not display the information you type. However, the resolve is to download XY Labeler. A document about XY Labeler has been included with the associated webinar information. As the computer or laptop you're using is linked to a network, you may require permission from your IT department to download the XY Labeler.



A timeline is a visual display of information, a picture paints a thousand words.

Prior to compiling a timeline, you have to decide what information you want to display. It's important to remember that this may not represent the whole picture; that is a child's whole care experience, but something significant at a particular time. These visual displays can very quickly become over complex and cluttered, which will result in the message being lost.

So the first thing is to decide what information you want to display. To aid this part an example sheet has been provided, to allow you or a colleague to collate the information you want to display in your chart. The timeline is a visual, so keep the details precise and use a minimal number of words. Finally, it is important to remember who your audience will be - social worker, children's panel member, court? So think about the written information being displayed. For example, have you included acronyms? If so provide a key. This will ensure all readers can interpret the information displayed.



Let's get started on the practical example. Please note for this demonstration, I will be using Excel 2016.

To start you'll need to open a copy of the timelines template which is in Excel. Note the worksheet has three tabs, for the purpose of this demonstration, there's a fourth one. However, please note, when you receive a copy of the template there will only be three tabs at the bottom. These being: placements, the second tab is key events, and the third is print pictures, which will be the completed timeline chart.

The first thing we need to do is create the placement chart and to do this we will insert the placement information. That is: the dates in which the child was in a placement from and to, and the type of placement. Note when you enter this information, the days and years in the following columns will calculate the time between each placement. If you're compiling

this chart on behalf of someone else, you could send them a copy of the example timeline sheet to complete.

This is a copy of the timeline example sheet. The first section would be for the placement information and the second part is for the key events.

Returning to the timeline template; the template is set up to allow you to compile a timeline for siblings, as you can see, they're referred to as Child One and Child Two. The spreadsheet child one corresponds with the colour chart below called Child One. Additional support can be provided if you require a timeline with multiple siblings.

So now we have to enter the information in to the placement tab. For those children who have had periods when they were not looked after, then I have recorded them as "not in a placement". As we go through the demonstration, I will show you how to display "not in a placement". For the purpose of this demonstration, I will enter some placement details.

As you can see, in this example, the child was not in a placement between 2000 and 2001. At the beginning of 2001 to 2002 they were at home and you can follow the rest of it as we go on.

Please note, delete any dates or placements which are not required. Now that we have the information we want to display, how can we visualise it?

- Click on the chart below, named Child One. By doing so you should have handles, which are circles in a border around the chart.
- Right click on your mouse and this will display a list.
- Click on Select Data. You can then select the data you want to display in your chart.
- To do this, select your placements.
- Then using the Ctrl key on the keyboard, select the years.
- Then press OK.

You will notice the length of your placement has changed.

- Next select the x axis. The x axis is located under the coloured blocks in the chart, it is displaying the child's age.
- In selecting the x axis, right click on your mouse and select Format Axis.
- A menu bar will appear at the right hand side of the screen.
- In the axis options, set maximum and minimum value on your spreadsheet. In this example the maximum is 10.
- Then press enter. You will notice your chart has extended to the maximum of ten. The numbers on axis represent the child's age.

The visual is displaying the number of placement moves and the age of the child.

Finally, format the individual legend entries: change the fill colour and or delete the duplicates.

To change the colour using your mouse: right click on the colour box you want to change. I'm going to change, in this case, kinship. I'm going to keep it as the green colour.

- Click
- Right click
- Then you have fill colours.
I'm going to change this to green. I'll make them the same colour of green.

I use an outline of white, which differentiates between placements. I'll show you:

- Click
- Right click
- Then I use the outline. Instead of blue, I'll change it to white. This creates a separation between the colours. This is useful when the placements are quite short in length.

To remove the extra placement types in the legend:

- Simply click on the placement until it has circles on each corner, as I call it handles.
- Click on kinship and then press delete on your keyboard. This removes additional legends.

I mentioned previously in the presentations that I'd explain how I represent children that are not in a placement, so are not known to social work and are not looked after children.

In this case, we have a child who from the age of zero to one was not in a placement, that time is displayed as grey. I normally display as clear, so that there is no colour representation.

- If we click just as we have done previously, click on the one we want to change colour.
- Right click on the mouse.
- Then we change the fill colour to no fill.
- Then the outline, I just put as a very light grey, so that there's a differentiation between the colours.

Now we can see at a glance, if we use similar keys for each of our charts. Your colleagues will get to know what the colours represent in relation to

placements. So in this case, no colour means not known to social work or not looked after. A red colour is at home, green is kinship, orange foster care.

Now we'll go to complete the key event chart.

To create a key event chart you require an event date and an event description.

The description we refer to as the label and this is inserted in this section. Try to keep the description short.

The height column relates to the height of the event lines on the chart. The line column relates to the thickness of the lines. Please note the heights have no relevance within the chart, they are there purely to tell you to adjust the labels so that the chart can be clearly read and visible. I will now enter a couple of descriptions into this example.

I'm leaving the dates as they are and I'm just entering some new labels. Again, all these instructions are within the timeline How To document.

I'm just clicking on the box. Double click which allows me to enter the information. I'm deleting that information out and I'm typing in my new label.

Next, select the chart by clicking on it.

Then using your mouse, right click and a list will appear.

- Click on Select data.
- Again using your mouse, left click and select the event height, date and line cells that you have inserted data into.
You will notice that you do not need to select the label column
- Select information that you require and then press OK or enter on your keyboard.

As you can see, it's now adjusted and contains information that I've inserted.

Lastly, we can manually adjust the height of the lines. This is helpful when you have a lot of information and you don't want overlaps. So for instance, if I want to change this one, this is the 1st of the 1st 2003 (01.01.2003). It's currently sitting at 100, I'm going to double click and I'm going to remove that information, and change it to 65. As I press enter, note the line moving.

To adjust the positions of the labels:

- Using your mouse left click on the label
- Then right click. This will select the label that you wish to adjust.
- A box will appear around the label and then you can move it around.

We will now create the final visual timeline. To do this:

- Click on the placements tab at the bottom of the spreadsheet.
 - Then select using your left mouse, click on the placement chart you created.
 - Click, left click, and copy.
 - You can also go to the home menu and click on copy here.
 - Next, click on the print pictures tab at the bottom of the spreadsheet.
 - Then right click on your mouse, select paste.
- Or again you can go to the Home menu and select Paste.

Follow the same instructions and we will copy and paste the key events chart: we go to key events; click on the chart; right click; go in to copy; back to print pictures; and we're going to paste.

This is the tricky bit, aligning the charts. I've provided more information that will assist you to do this particular part. I will show you some information here at the moment. So I'm going to reduce the key events chart.

I'm going to adjust this chart, so that I can see this (other) chart on top, at the moment you can see it disappears.

So I'm going to click on the key event chart. I'm going to right click, and here I'm going to change, so that I can look at the plot area. I'm going to bring the plot area down, so it moves it further down the chart.

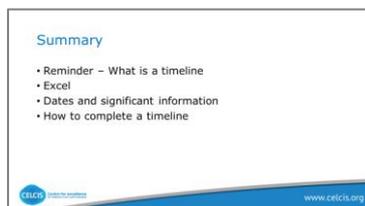
Now I'm going to align the placement chart. So I'm looking to align the point where the child was born, where it starts here. I'm going to adjust this here so that we can see it lines up.

At this point I'm looking to line all the lines up with a point of which something happened within the child's life. I think we've got it reasonably accurate here. But again, if you require any assistance please do get in touch.

I mentioned it at the start of the presentation that we had child shadows which may be useful. As you can see here, I've got four at the bottom that may be of use. So this one here, I think, is very representative of a young baby. So I'm just going to place this round about the point that the child was born. This one here is representative of the very early toddler years, the pre-toddler years, and this one is maybe getting to about the year

mark. That child's up walking about, so maybe around about two-ish. This child is maybe at pre-school.

These child shadows are quite helpful because they represent the different stages in a child life. So, again, it helps to bring the visual to life.



That concludes completing a visual timeline.

So to summarise this webinar: we started with an example of a timeline by way of a refresher; we covered what we require to create a timeline; Excel - remembering the top tips about the versions of Excel; what information is required to complete a timeline dates and specific information; finally, a practical demonstration on how to compile a timeline.

Please refer to the associated documents, which are as a reminder: the timeline How To document, which will take you through - step-by- step - giving very specific, detailed information about how to create the timeline; there is also an Excel template that you can utilise as well, that I've talked you through today; and also an Excel example sheet which you may find useful, if you are working with a colleague, it allows them to collate the information that you'll need to compile their timeline. I've also mentioned the timeline child shadows, which may be of use as well, to help visualise your timeline and finally the XY Labeler document, should you have a slightly older version of Excel.

Please do not hesitate to get in contact if you have any further questions or require any support.