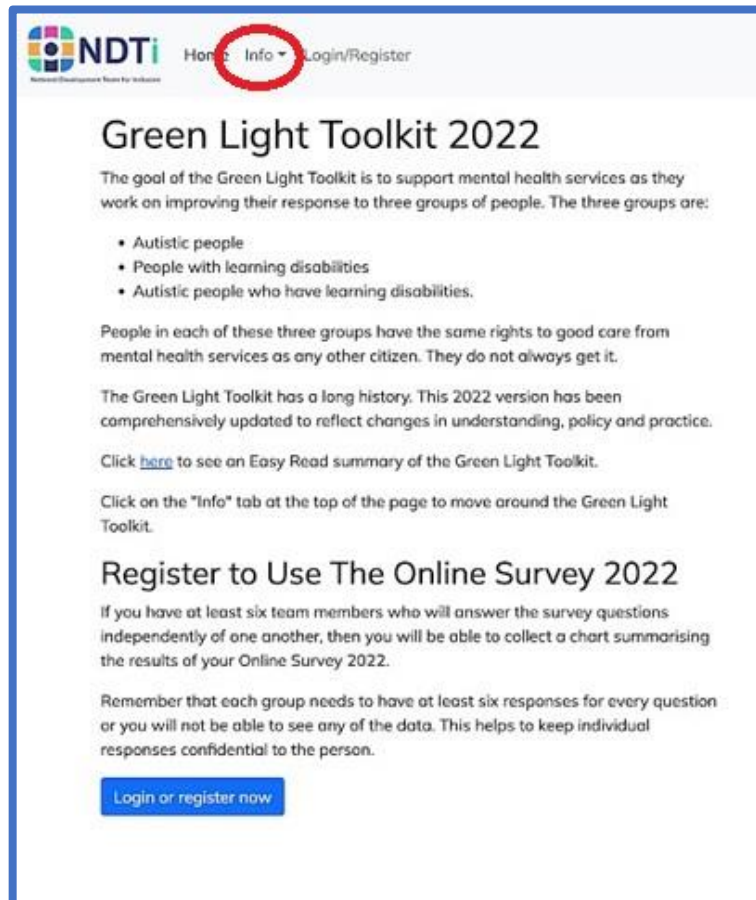


Help pages for the Green Light Toolkit

Before you register

Why not browse the 'Info' tab to learn about the Green Light Toolkit 2022. It is at the top of your screen on the Home Page, which looks like the picture on the right – spot the red circle.

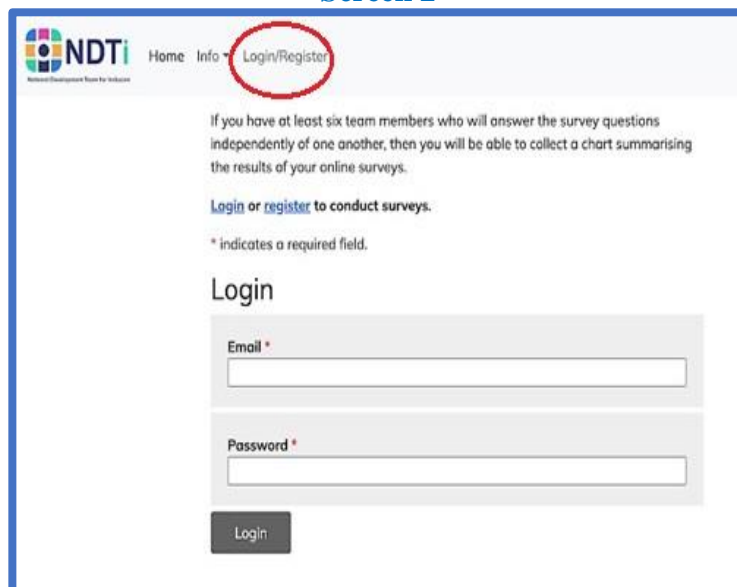
Screen 1



How to register

When you are ready to register to conduct surveys, click on the 'Login/Register' tab at the top of the screen or use the blue 'Login or register' button at the foot of the page. This will take you to the screen you can see on the right.

Screen 2



Screen 3

Click 'register' and you will be taken to Screen 3.

Don't forget to agree to the privacy policy by checking the box at the foot of the screen. You should then receive an email containing information to enable you to complete the registration process.

If nothing comes through, check your spam folder and clear your browsing history. If neither of these options work, ask your IT Department to grant you permission to receive emails from the Green Light system.

NDTi
Home Info Login/Register

If you have at least six team members who will answer the survey questions independently of one another, then you will be able to collect a chart summarising the results of your online surveys.

[Login](#) or [register](#) to conduct surveys.

* indicates a required field

Register for an account

Full Name *

E-Mail Address *

Set Password *

Minimum requirements: at least 8 characters long, letter, digit.

Agree to privacy policy *

Check this box to show that you have read and understood the arrangements for keeping your data confidential, and that you are happy with this.

Agree to privacy policy *

Register

Screen 4

Follow the link in the email to return to the Green Light registration process and paste your confirmation code into the box shown.

After clicking the grey 'Submit' button, you should be successfully registered for an account.

NDTi
Home Info Login/Register

If you have at least six team members who will answer the survey questions independently of one another, then you will be able to collect a chart summarising the results of your online surveys.

[Login](#) or [register](#) to conduct surveys.

* indicates a required field.

A confirmation code has been emailed to you. When you receive the email, click the link it contains, or paste the confirmation code below.

Confirmation code *

Email address *

Password *

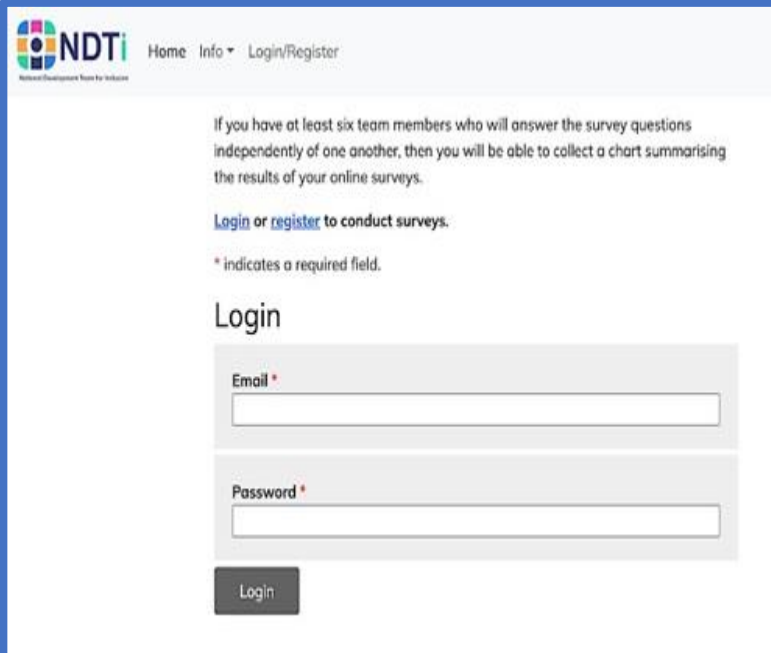
Submit

How to log in

Click on the 'Login/Register' tab at the top of the screen. Then use the blue Login Button at the foot of the page. This will take you to the screen you can see on the right.

Enter your email address and password and click the Login button at the foot of the page.

(We saw this above as Screen 2)

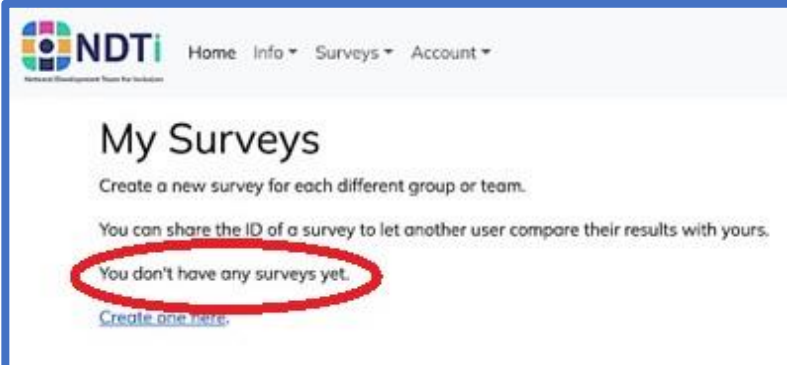


The screenshot shows the NDTi website's login/register page. At the top, there is a navigation bar with the NDTi logo and links for Home, Info, and Login/Register. Below the navigation bar, there is a message: "If you have at least six team members who will answer the survey questions independently of one another, then you will be able to collect a chart summarising the results of your online surveys." Below this message, there is a link: "Login or register to conduct surveys." and a note: "* indicates a required field." The main content area is titled "Login" and contains two input fields: "Email" and "Password", both marked with an asterisk. Below the input fields is a "Login" button.

Create your Survey

Choose the 'Surveys' tab at the top of the screen. If applicable the Screen will say 'You don't have any surveys yet'. Click 'Create one here'.

Screen 5



The screenshot shows the NDTi website's "My Surveys" page. At the top, there is a navigation bar with the NDTi logo and links for Home, Info, Surveys, and Account. Below the navigation bar, there is a heading "My Surveys" and a sub-heading "Create a new survey for each different group or team." Below this, there is a message: "You can share the ID of a survey to let another user compare their results with yours." Below this message, there is a red circle around the text "You don't have any surveys yet." and a link: "Create one here."

This reveals the New Survey screen. Ensure the 'Survey' box is set to 'Green Light Online Survey 2022'.

Assign a 'Title' to help your team know what the survey is about. There is no need to name your team or make your title unique – the system will give it a unique identifier so that it remains anonymous but you can easily get your own reports.

Screen 6



The screenshot shows the NDTi website's "New Survey" page. At the top, there is a navigation bar with the NDTi logo and links for Home, Info, Surveys, and Account. Below the navigation bar, there is a heading "New Survey" and a sub-heading "Where your survey relates to inpatient services please indicate which service is provided." Below this, there is a note: "* indicates a required field." The main content area contains several input fields: "Survey" (set to "Green Light Online Survey 2022"), "Title" (set to "My Survey"), "Service" (set to "Acute adult mental health care"), "Start Date" (set to "2022-11-22"), and "End Date" (set to "2022-11-29"). Below the input fields is a "Submit" button.

The 'Service' box asks you to select the relevant category for your service from a standard list supplied by NHS England. There is an option for 'Other' if your service does not fit into one of these categories, and if you choose this option then a dialogue box will appear, asking you to write the name of your service.

After you have selected the End Date, you will not be able to change it, so make sure you give people long enough to complete the survey. If you do need to extend the time period, then the way to do that is to launch a new survey just to cover the extension period, and then to merge the findings from the two surveys by checking both when you collect your report.

Once you have completed all the fields, click the grey 'Submit' button.

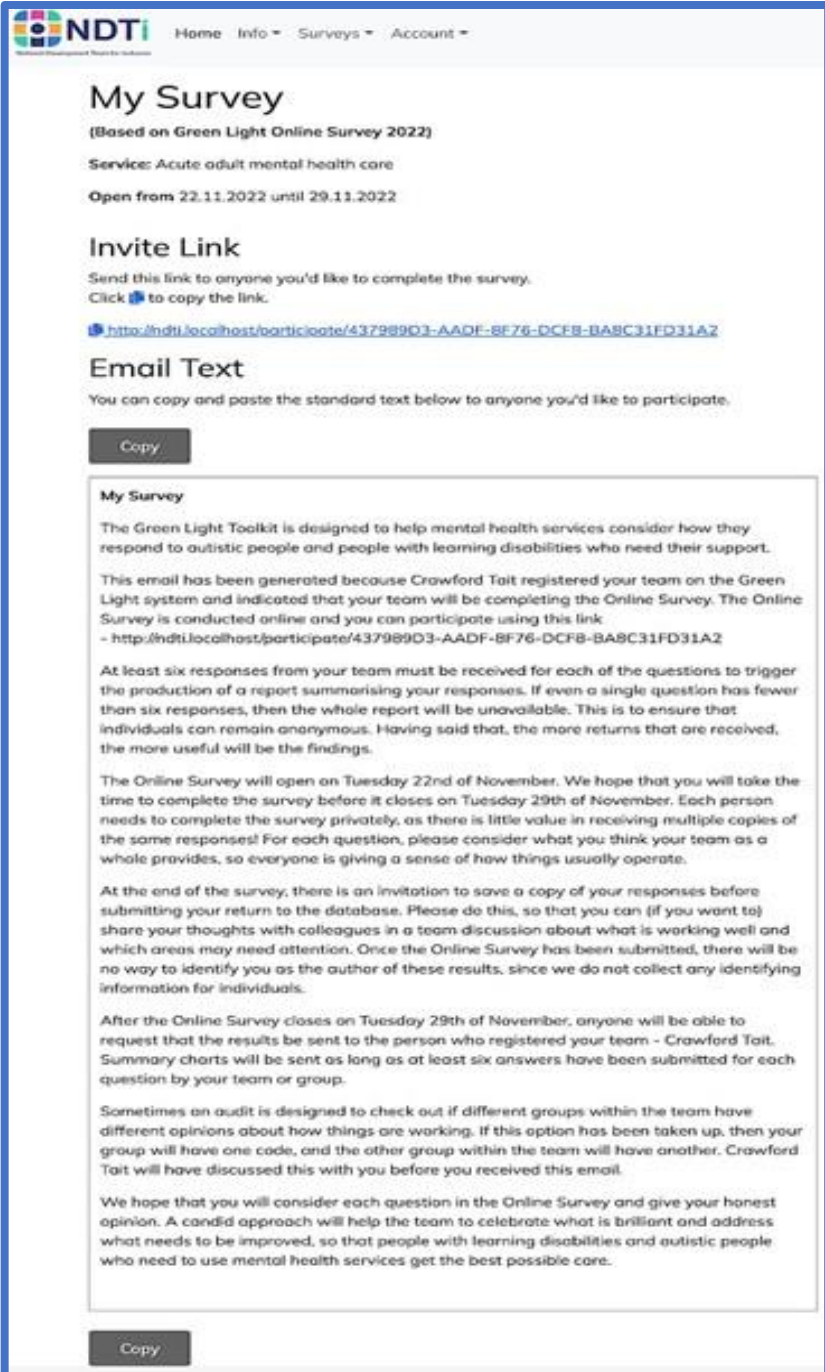
The system then returns you to the 'My Surveys' screen.

Invite respondents to participate

Prepare an email to send to your respondents inviting them to complete the survey.

Click on the blue 'My Survey' text in Screen 7 above and that will take you to Screen 8:

Screen 7



NDTI Home Info Surveys Account


My Survey

(Based on Green Light Online Survey 2022)

Service: Acute adult mental health care

Open from 22.11.2022 until 29.11.2022


Invite Link

Send this link to anyone you'd like to complete the survey.
Click  to copy the link.

<http://ndti.localhost/participate/437989D3-AADF-BF76-DCFB-BABC31FD31A2>

Email Text

You can copy and paste the standard text below to anyone you'd like to participate.



My Survey

The Green Light Toolkit is designed to help mental health services consider how they respond to autistic people and people with learning disabilities who need their support.

This email has been generated because Crawford Tait registered your team on the Green Light system and indicated that your team will be completing the Online Survey. The Online Survey is conducted online and you can participate using this link:
- <http://ndti.localhost/participate/437989D3-AADF-BF76-DCFB-BABC31FD31A2>

At least six responses from your team must be received for each of the questions to trigger the production of a report summarising your responses. If even a single question has fewer than six responses, then the whole report will be unavailable. This is to ensure that individuals can remain anonymous. Having said that, the more returns that are received, the more useful will be the findings.


The Online Survey will open on Tuesday 22nd of November. We hope that you will take the time to complete the survey before it closes on Tuesday 29th of November. Each person needs to complete the survey privately, as there is little value in receiving multiple copies of the same responses! For each question, please consider what you think your team as a whole provides, so everyone is giving a sense of how things usually operate.

At the end of the survey, there is an invitation to save a copy of your responses before submitting your return to the database. Please do this, so that you can (if you want to) share your thoughts with colleagues in a team discussion about what is working well and which areas may need attention. Once the Online Survey has been submitted, there will be no way to identify you as the author of these results, since we do not collect any identifying information for individuals.

After the Online Survey closes on Tuesday 29th of November, anyone will be able to request that the results be sent to the person who registered your team - Crawford Tait. Summary charts will be sent as long as at least six answers have been submitted for each question by your team or group.

Sometimes an audit is designed to check out if different groups within the team have different opinions about how things are working. If this option has been taken up, then your group will have one code, and the other group within the team will have another. Crawford Tait will have discussed this with you before you received this email.

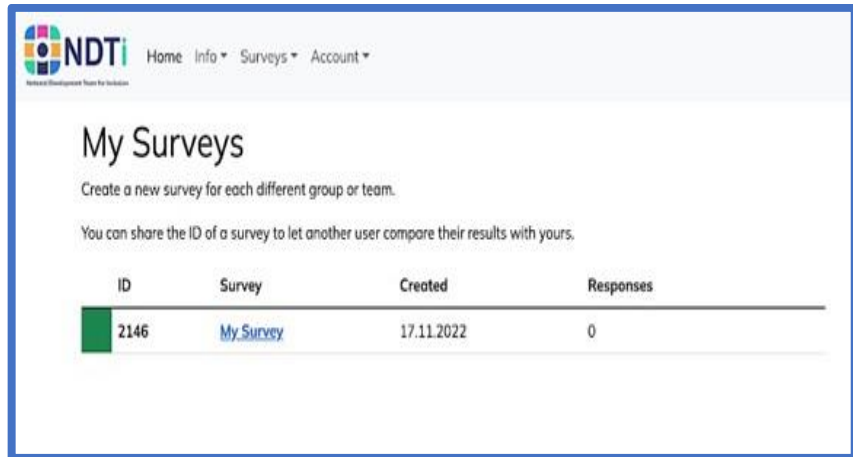
We hope that you will consider each question in the Online Survey and give your honest opinion. A candid approach will help the team to celebrate what is brilliant and address what needs to be improved, so that people with learning disabilities and autistic people who need to use mental health services get the best possible care.



Monitor responses to your survey

See a count of the responses received from your team. The green box on the left means the survey is open for responses.

Screen 8



The screenshot shows the 'My Surveys' page on the NDTi website. At the top, there is a navigation bar with 'Home', 'Info', 'Surveys', and 'Account'. Below the navigation bar, the page title is 'My Surveys'. Underneath, there are two lines of text: 'Create a new survey for each different group or team.' and 'You can share the ID of a survey to let another user compare their results with yours.' Below this text is a table with the following columns: 'ID', 'Survey', 'Created', and 'Responses'. There is one row in the table with the following data: ID: 2146, Survey: My Survey, Created: 17.11.2022, Responses: 0. A green box highlights the ID '2146'.

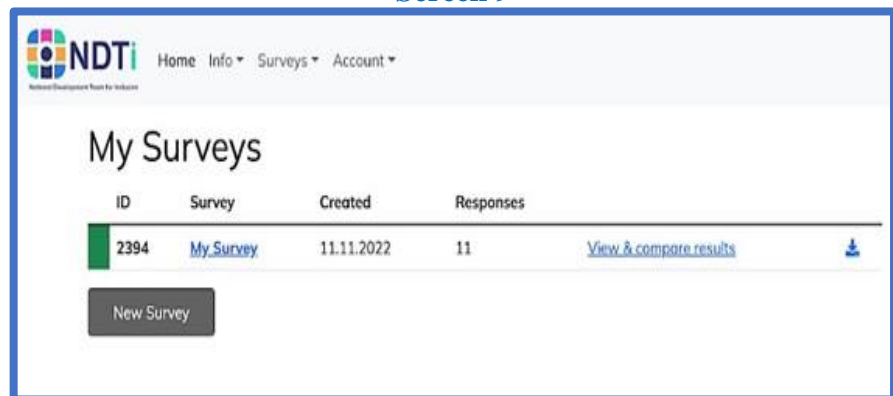
ID	Survey	Created	Responses
2146	My Survey	17.11.2022	0

See your Report

When a survey has responses, you can click on 'View & compare results' to see your report.

See an example of the report [here](#).

Screen 9



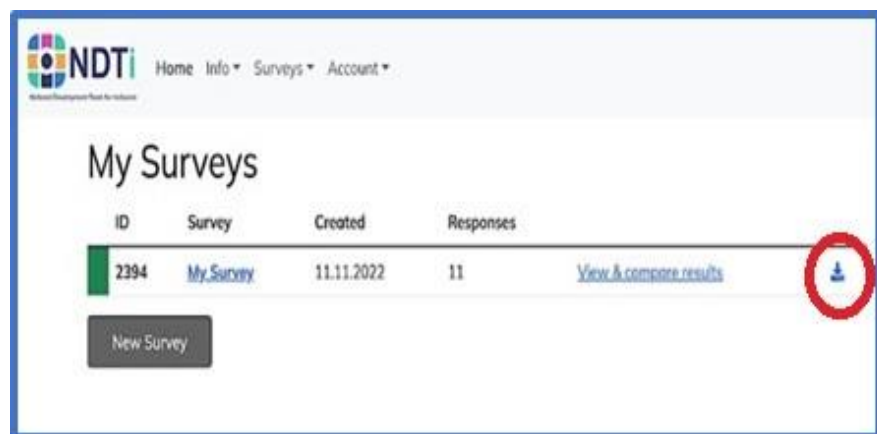
The screenshot shows the 'My Surveys' page on the NDTi website. At the top, there is a navigation bar with 'Home', 'Info', 'Surveys', and 'Account'. Below the navigation bar, the page title is 'My Surveys'. Underneath, there are two lines of text: 'Create a new survey for each different group or team.' and 'You can share the ID of a survey to let another user compare their results with yours.' Below this text is a table with the following columns: 'ID', 'Survey', 'Created', and 'Responses'. There is one row in the table with the following data: ID: 2394, Survey: My Survey, Created: 11.11.2022, Responses: 11. To the right of the 'Responses' column, there is a link 'View & compare results' and a download icon. Below the table, there is a 'New Survey' button.

ID	Survey	Created	Responses
2394	My Survey	11.11.2022	11

Download your data

Click the download icon on the righthand side of your survey on the My Surveys page. This provides a .CSV file that shows every response from every individual respondent. It also calculates and presents the average score for each question.

Screen 9 (again)



The screenshot shows the 'My Surveys' page on the NDTi website. At the top, there is a navigation bar with 'Home', 'Info', 'Surveys', and 'Account'. Below the navigation bar, the page title is 'My Surveys'. Underneath, there are two lines of text: 'Create a new survey for each different group or team.' and 'You can share the ID of a survey to let another user compare their results with yours.' Below this text is a table with the following columns: 'ID', 'Survey', 'Created', and 'Responses'. There is one row in the table with the following data: ID: 2394, Survey: My Survey, Created: 11.11.2022, Responses: 11. To the right of the 'Responses' column, there is a link 'View & compare results' and a download icon. The download icon is circled in red.

ID	Survey	Created	Responses
2394	My Survey	11.11.2022	11

Note that if there are fewer than six responses from your team to any question, neither the data nor the report will be provided. This helps to keep respondents anonymous.

Compare your results

Use the dropdown menus to select your results and the data you want to compare them with.

NDTi Home Info Surveys Account
National Development Team for Inclusion

Compare Results

Read this first

The Green Light Toolkit helps mental health services review how they can provide effective support to three groups of people:

- autistic people
- people with learning disabilities
- autistic people with learning disabilities.

The Toolkit includes an Online Survey 2022 that can be used to collect views about how the mental health service is doing on this agenda. This report is generated from the results that your team have submitted via the online survey. In order to interpret it, you will need to see the questions from the survey, which can be seen on this [Online Survey 2022.pdf](#).

The Online Survey 2022 has not been formally validated by proven research methods and evidence is not available to establish a linear relationship between better scores and better mental health outcomes. Nor have confounding variables been eliminated, so please check the conclusions with other evidence before deciding on what action to take.

Keep in mind that the Online Survey 2022 asks for opinions, and this is not the same as evidencing specific achievements. It means that a highly aspirational team may do good work but score it down as they are eager to do much, much better, while a complacent team who are not doing very well may submit deceptively high scores, as may a fearful team who are attempting to dodge any possibility of blame. Despite these concerns, we believe that almost all staff give candid and honest answers and then find the results of the survey helpful in selecting tasks and committing to an action plan.

Comparison

Your results Compare with

Other Survey Everyone

Note only surveys with enough responses can be compared.

Compare Print Download CSV

Download your summary data

Click on the 'Download .CSV' button on the Compare Results screen (shown above as Screen 10). This will download a table like the one on the right, showing all the summary figures used in the full report.

.CSV file

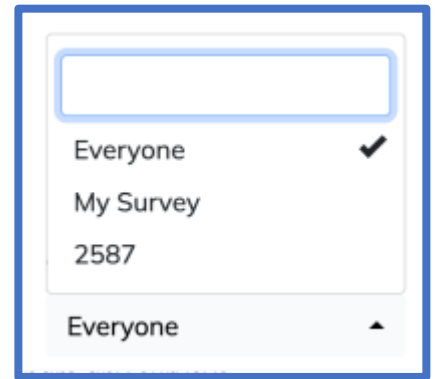
Question number	1	2	Etc
Number of responses from you	10	10	...
Mode of your responses	4	1	...
Average of your responses	3.4	1.7	...
Number of responses in comparison data	284	272	...
Mode of responses in comparison data	4	1	...
Average of responses in comparison data	2.86	2.44	...

Compare results

You can choose to compare with all other surveys, or specific ones by selecting from your own by name, or any others by a numeric ID shared with you.

You can share your numeric ID shown on the My Surveys screen with other users to let them compare their results with yours.

Screen 11



The screenshot shows a dropdown menu with a search bar at the top. Below the search bar, there are three options: "Everyone" with a checkmark, "My Survey", and "2587". At the bottom of the menu, there is a scroll bar and the text "Everyone" with an upward-pointing arrow.