Email for distribution to everyone who is invited to complete the Online Survey for the Green Light audit.

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 XXXX registered your team on the Green Light system and indicated that your team will be completing the Online Survey. The Online Survey assigns each participating team a code so that all the responses from the team can be combined to generate a report. Your team code is XXXX.

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 XXXX. We hope that you will take the time to complete the survey before it closes on XXXX. 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 XXXX, anyone will be able to request that the results be sent to the person who registered your team – XXXX. 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. XXXX 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.