

# Break Time

**Data Collection online tool**

**Guidance Document – updated June 2022**

[www.lancashire.gov.uk](http://www.lancashire.gov.uk)



This is a guide to help you when entering information onto the Break Time online data collection tool.

The tool is used to collect data on the individual Break Time members and the number of hours they have attended your provision.

You will also need to provide the dates of sessions delivered, the number of children that attended each session and the length of the session.

The information you provide will be used to monitor the use of the service, inform financial reports and to plan for future development of the service.

Please ensure that your data is input by the 9<sup>th</sup> of each month for all sessions delivered in the previous month.

It is a requirement of your agreement that you supply the data as requested.

If you need any help, please contact:

Sarah Deady

Policy, Commissioning and Children's Health

[Sarah.deady@lancashire.gov.uk](mailto:Sarah.deady@lancashire.gov.uk)

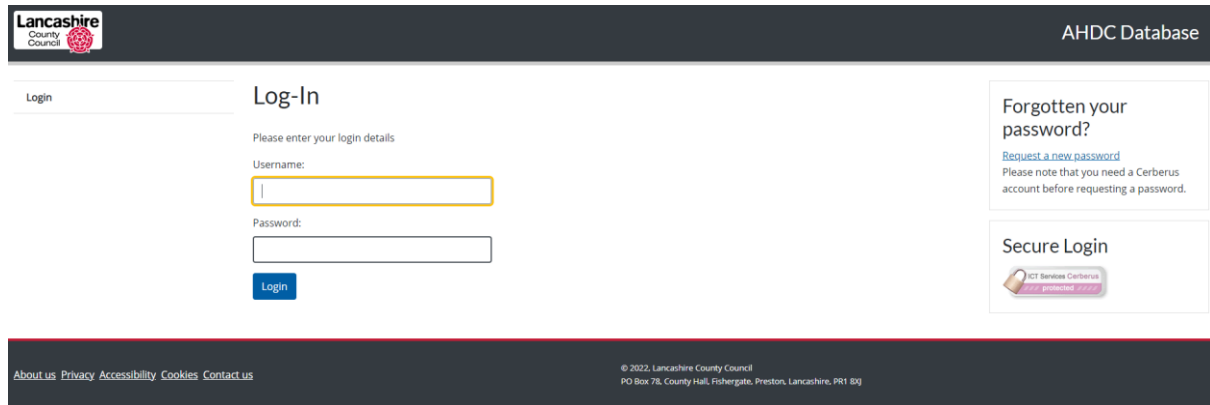
01772 538077

Short Breaks Team

[Cyp-shortbreaks@lancashire.gov.uk](mailto:Cyp-shortbreaks@lancashire.gov.uk)

To access the data collection tool, go to: <https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/send/break-time-provider-toolkit/> and follow the link to the Break Time toolkit.

This will take you to the login page:

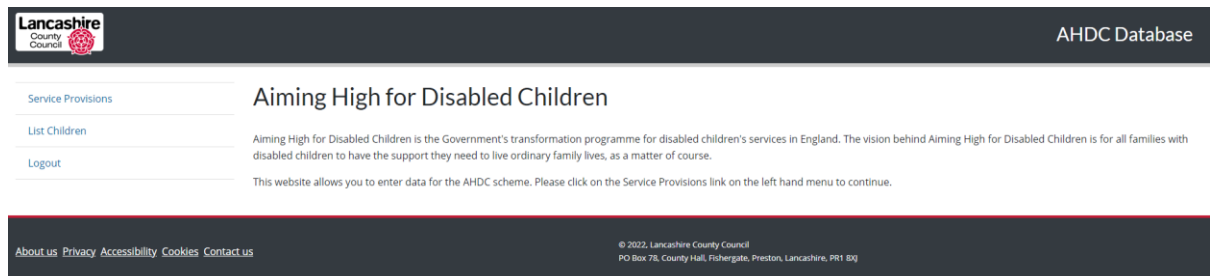


Enter your username ADHD\*\*\*\* (\*\*\*\* is the unique number for your service) and password. Both are case-sensitive.

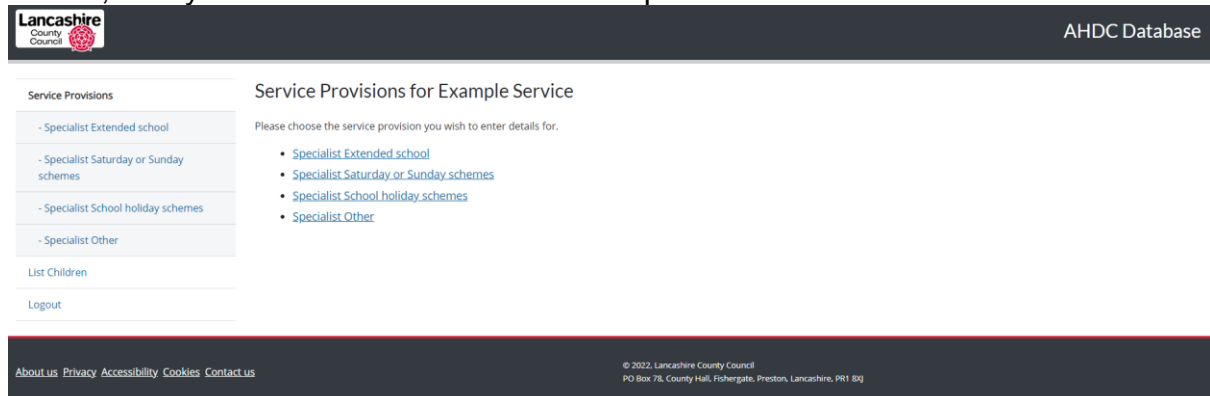
If you have forgotten your password, use the link on the right of the page to reset it.

If you do not know your username or if you are locked out of your account, please contact the Short Breaks Team (details on page 1).

Once into the system you will be presented with this screen:



If you click the Service Provision link on the left hand side, the screen below will be shown, with your service name where "Example Service" is shown.



To enter your data, first choose the service provision delivered, for example "Specialist School holiday schemes".

There are two sides to complete – Data Entry and Group Based Provision Report.

Lancashire County Council AHDC Database

Service Provisions

- Specialist Extended school
- Specialist Saturday or Sunday schemes
- Specialist School holiday schemes
- Data Entry
- Group based provision report
- Specialist Other

List Children

Logout

### Example Service

#### Specialist School holiday schemes

[Data Entry](#)  
Enter the number of hours / nights for the provision for each child in a given quarter.

[Group Based Provision Report](#)  
Enter information for each group session run in a given month.

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To enter the hours delivered to each child, click "Data Entry".

Lancashire County Council AHDC Database

Service Provisions

- Specialist Extended school
- Specialist Saturday or Sunday schemes
- Specialist School holiday schemes
- Data Entry
- Add children to this provision
- Group based provision report
- Specialist Other

List Children

Logout

### Specialist School holiday schemes provision

#### Viewing data for April - June 2022

Search for a child by name

There are no children currently assigned to this service

[Add or remove children to this provision](#)

Please select the quarter for which you wish to add / view data

April - June 2022

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First select the quarter from the drop down list on the right and click "submit".

Then click "Add or remove children to this provision" and you will see this screen:

Lancashire County Council AHDC Database

Service Provisions

- Specialist Extended school
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### Add and Remove Children from provision

#### Specialist School holiday schemes - April - June 2022

Search for, and select, children to add them to the list. Double-click a child to remove them. Click the 'Save' button to confirm changes.

Please note that removing a child from a provision will not remove any data added previously.

Child Search (e.g. Surname/Forename/SU Number)

Start typing the name or Break Time membership number of a child that has attended, and when they appear, click to select.

Continue until all required children are added to the "selected children" box, then click the "save" button.

This will take you back to the Data Entry screen, where the children you have selected will be listed.

Against each child, click the "update" button, enter the number of hours they have attended and save.

When entering data for subsequent months in the same quarter, the list of saved children will still be visible. To add further hours for a child, add the new month's hours to those already entered and enter the total hours for the quarter. If there are any children that didn't attend in the previous month and are not in the saved list, search for and add these as before.

To enter the group session information, click "Group based provision report".

Select the month, year and district for the sessions you have delivered, and click "submit". There is no need to use the "category of service" options.

Click "Add new session", enter the date in the format DD/MM/YYYY, the number of children that attended and the length of the session in hours. For part hours, enter as a decimal, eg 2½ hours as 2.5

The total hours for the session will update automatically.

Click "Add new session" again to add more sessions, until you have entered for the whole period.

The screenshot shows the 'Specialist School holiday schemes' page. On the left, there are navigation links: 'Service Provisions', 'List Children', and 'Logout'. The main content area is titled 'Specialist School holiday schemes' and 'Group Based Provision session held in Lancaster, April, 2022, Category Of Service 04'. There is a 'Back to all months' button in the top right. Below the title is a table with columns: 'Date', 'Number of CYP attending', 'Length of Session (hours)', and 'Total Hours for Session'. Two rows of data are visible: one for 04/04/2022 with 10 children and 6 hours (total 60), and another for 05/04/2022 with 8 children and 6 hours (total 48). Each row has a 'Remove' button. Below the table is an 'Add New Session' button and a 'Save Changes' button. At the bottom, there is a footer with 'About Us Privacy Accessibility Cookies Contact Us' and copyright information for Lancashire County Council.

Click "save changes" then "back to all months" (top right) and the total hours for the month will appear at the bottom of the screen:

The screenshot shows the 'Specialist School holiday schemes' page with a different view. On the left, there is a 'Service Provisions' menu with options like 'Specialist Extended school', 'Specialist Saturday or Sunday schemes', 'Specialist School holiday schemes', 'Data Entry', 'Group based provision report', and 'Specialist Other'. The main content area is titled 'Specialist School holiday schemes' and 'Group Based Provision'. It has an 'Enter / View data' section with dropdowns for 'Month' (January), 'Year' (2022), 'District' (Lancaster), and 'Category of Service' (04). There is a 'Submit' button. Below this, it says 'The following months are open to record group based session information:' with a list of 'April 2022', 'May 2022', and 'June 2022'. Underneath, it says 'Currently entered data for this provision' and shows a table with columns: 'Month', 'Year', 'Category of service', 'District', 'Number of sessions', 'Total children delivered to', and 'Total hours'. A single row of data is shown: APRIL, 2022, 04, Lancaster, 2, 18, 108. There is a 'Go' button at the end of the row. The footer is the same as in the previous screenshot.

If you deliver in more than one district, add the sessions for the other district(s) in the same way.

If you need to make any changes to the sessions entered, click the "go" button for that line and amend as necessary.

If you have another service provision to add, select this from the left hand side of the page and repeat the process again from page 3.

If you need any help using the AHDC online data tool, please contact the Short Breaks Team (details on page 1).