

Intandem: Recording and Monitoring Goals

Functionality is available in Viewpoint to record and monitor goals.

You can enter and update a young person's objectives either through their own login to access **INTANDEM2**, in which case you will see a screen like this once logged in:



Or you can use your Viewpoint Administrator login to access **INTANDEM2** and the Viewpoint Management Centre and select User Management



Next in the menu on the left of the screen under Users select Edit User Objectives

You will then see the logins for the **mentees.** Select a mentee

Whether you access the Edit User Objectives via the young person's login or your Viewpoint Administrator's login, on the first occasion you want to enter Objectives, the screen will look like this

Edit User Objectives	
Save and Exit	
login atest?	
Forename Sumame	
	add objective

First select add objective and this screen appears

login atest2 Forename Surname						add objective
Objective	Primary SANNARI Indicator	Secondary SANNARI Indicator	Status	Comments	Added By	Added On
0	~	~	~		\bigcirc	
add action						

Add an agreed objective of goal for example 'to go into town on my own', complete the SHANARRI outcomes, status = Agreed and add the date the objective was set up and any explanatory notes or comments. Do not add the mentee's name in the fields on the top left, but if it helps you can add their initials.

1		Edit User Objectives		
	Save and Exit Cancel			
	login LHtest4 Forename L Surname H ×		prin	t objective(s) add objective
	Objective Primary Secondary SHANARRI SHANARRI Indicator Indicator	Tertiary Status Status Date SHANARRI (dd/mm/yyyy) Indicator	Comments Added By	y Added On
	to go into town on my own Active Responsible add action	Achieving V Agreed V 23/06/2018	great achievement of LH	

Next select add action, and new status, status date and comments boxes will appear.

			Ed	lit User Objectives				
Save and Exit Cancel								
login LHtest4 Forename L Surname H							print object	tive(s) add objecti
Objective	Primary SHANARRI Indicator	Secondary SHANARRI Indicator	Tertiary SHANARRI Indicator	Status	Status Date (dd/mm/yyyy)	Comments	Added By	Added On
to go into town on my own	Active	Responsible	Achieving	Agreed	23/06/2018	this will be a great achievement for LH		
				~		\sim		
add action								

The available options for the status box are: Agreed, Started, Complete and No Longer Relevant.

Each objective should only be Agreed once, when it is being first set up. At the end, it will also be marked as Complete or No Longer Relevant only once. The Started status should be used to add any comments on progress between Agreed and Complete.

			Ed	dit User Objectives	i			
Save and Exit Cancel								
login LHtest4 Forename L Surname H							print obje	add objective
Objective	Primary SHANARRI Indicator	Secondary SHANARRI Indicator	Tertiary SHANARRI Indicator	Status	Status Date (dd/mm/yyyy)	Comments	Added By	Added On
to go into town on my own	Active	Responsible	Achieving	Agreed	23/06/2018	this will be a great achievement for LH	Neil Blake (neilblake)	14/11/2018 10:15:32
				Started	08/07/2018	accompanied LH on the bus but he went upstairs	Neil Blake (neilblake)	14/11/2018 10:15:32
				~		\sim		
add action								

You can add actions, their status and save at any time.

Progress is shown in the example below by the addition of a second action with status Started:

			Ec	lit User Objectives				
Save and Exit Cancel								
login LHtest4 Forename L Surname H							print object	tive(s) add objective
Objective	Primary SHANARRI Indicator	Secondary SHANARRI Indicator	Tertiary SHANARRI Indicator	Status	Status Date (dd/mm/yyyy)	Comments	Added By	Added On
to go into town on my own	Active	Responsible	Achieving	Agreed	23/06/2018	this will be a great achievement for LH	Neil Blake (neilblake)	14/11/2018 10:15:32
				Started	08/07/2018	accompanied LH on the bus but he went upstairs	Neil Blake (neilblake)	14/11/2018 10:15:32
				Started V	22/07/2018	LH went on bus himself and I met		
add action								

Select Save and Exit at any time. If you go back into Edit User Objectives, you can check that the information entered has been saved correctly.

Additional objectives can be added at any time, by selecting add objective

Save and Exit				Edit User Objective	es			
login LHtest4 Forename L Surname H							print	objective(s) ar
Objective	Primary SHANARRI Indicator	Secondary SHANARRI Indicator	Tertiary SHANARRI Indicator	Status	Status Date (dd/mm/yyyy)	Comments	Added By	Added On
to go into town on my own	Active	Responsible	Achieving	Agreed	23/06/2018	this will be a great achievement for LH	Neil Blake (neilblake)	14/11/2018 10:15:32
				Started	08/07/2018	accompanied LH on the bus but he went upstairs	Neil Blake (neilblake)	14/11/2018 10:15:32
				Started	22/07/2018	LH went on bus himself and I met her in town	Neil Blake (neilblake)	14/11/2018 10:25:47
				~		\bigcirc		

and then the screen will be updated as below:

			E	dit User Objective	es				
Save and Exit Cancel									
login LHtest4 Forename L Surname H							pris	nt objective(s) add	obiective
				Started	22/07/2018	LH went on bus himself and I met her in town	Neil Blake (neilblake)	14/11/2018 10:25:47	^
				~		\bigcirc			
add action									
Objective	Primary SHANARRI Indicator	Secondary SHANARRI Indicator	Tertiary SHANARRI Indicator	Status	Status Date (dd/mm/yyyy)	Comments	Added By	Added On	
Û		~	~	~		¢			
add action									~