

# Recorded Outcomes

## Entering a Recorded Outcome Using the Event Log.

The Event Log form, LYS12, is the form used to record events and interventions with a young person. One of the more common uses for it is to record soft, or recorded, outcomes for young people. This mini guide aims to show how information from the paper form is transferred to Outreach. Although we're using the paper form for this example, we can just as easily enter the information directly without it.

Our example is taken from the following Event Log, recorded at a Geek Group workshop session and is just a simple example of a recorded outcome.

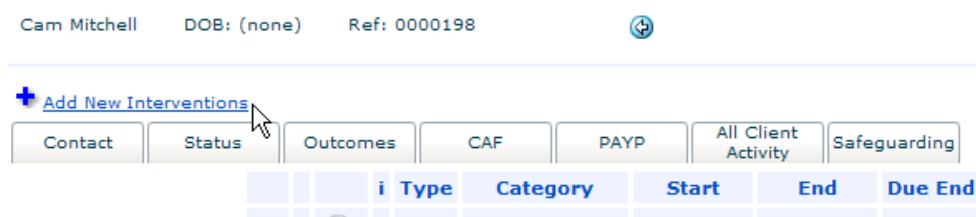
LEEDS youthservice Event Log (LYS12)		LEEDS youthwork PARTNERSHIP		Entered Onto MIS	
				Date	
				Initials	
				sys id	
Young Persons Details					
name: <input type="text" value="Cam Mitchell"/>		date of birth: <input type="text" value="21/12/91"/>			
		Gender		<input checked="" type="radio"/> male	<input type="radio"/> female
Event Type					
<b>Recorded Outcome</b>					
<input type="radio"/> attitudinal change	<input type="radio"/> personal development	<input type="radio"/> skill learning			
<input type="radio"/> Issue based learning	<input type="radio"/> achieving goals	<input type="radio"/> involved in service design, delivery & evaluation			
<input type="radio"/> Involvement in community	<input type="radio"/> volunteering	<input checked="" type="radio"/> demonstrating empathy for others			
<b>Evidence to Support Recorded Outcome</b>					
<input checked="" type="radio"/> Youth Worker Evidenced	<input type="radio"/> Young People Evidenced	<input type="radio"/> Learning Plan			
<input type="radio"/> Witness Statement	<input type="radio"/> Peer Recording	<input type="radio"/> Audio Visual			
<input type="radio"/> Award (not accredited)	<input type="radio"/> Award (accredited)				
Event Details					
Please write the event details below					
<input type="text" value="Geek Shop Project - Workshop 4, session ID 7352"/>					
<input type="text" value="The group was joined by two new members, Andrew and Daniel."/>					
<input type="text" value="Cam, who is usually one of the quieter and withdrawn members of the group noticed that Andrew was feeling a bit shy and withdrawn."/>					
<input type="text" value="Cam took Andrew under his wing during the session, introducing him to other members of the group, mediating conversations and helped to settle Andrew into the group."/>					
<input type="text" value="Spoke to Cam after the session and we both acknowledged this was a good change to see in Cam. As a result, Cam has been asked by the group to be the person who welcomes new members and helps them settle in."/>					
<input type="text"/>					
Name of youth worker: <input type="text" value="Colin Fenwick"/>		Date: <input type="text" value="29/10/08"/>			

To enter our recorded outcome, we open up Cam Mitchell’s client record in the usual way.

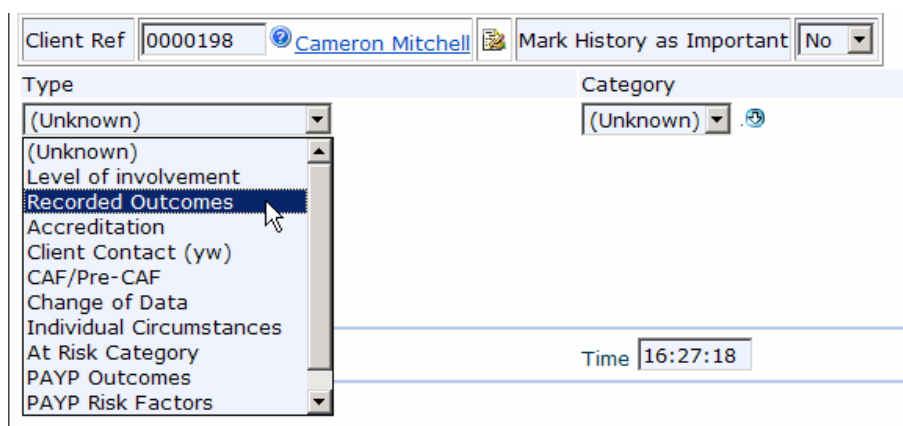
Then we open up the interventions page by clicking on the interventions tab.



On the interventions page, open up a new intervention record (also called a history or activity record) by clicking on the [add new interventions](#) link.



The first thing to do is to choose the intervention type by opening up the Type drop-down. For this example, we will choose **Recorded Outcomes**. (These instructions work just as well for most of the intervention types in Outreach.)



Now that the **Type** is chosen, we need to select a **Category**. Again, we do this by opening up the drop-down list.

**Note: Interventions will not save without a Type and a Category.**

The screenshot shows a web form with the following fields and values:

- Client Ref: 0000198
- Cameron Mitchell
- Mark History as Important: No
- Type: Recorded Outcomes
- Category: demonstrate empathy toward others (dropdown menu is open showing options: (Unknown), Attitudinal change, personal development, skill learning, issue based learning, achieving goals, involvement in service delivery, involvement in community, volunteering, demonstrate empathy toward others)
- Date: 05/12/2008

For this example, we select **demonstrate empathy toward others** from the drop-down list.

### **A Note about Recorded Outcome Categories.**

Reading the notes for the intervention, this outcome could easily have been Personal Development. There are no hard and fast rules about how you categorise a recorded outcome, but the categories on the Event Log and in Outreach should cover most outcomes; it's really down to you as a youth worker to decide where an outcome fits.

Now that we have selected the **Type** and **Category** for our intervention, we need to flesh out the record.

Underneath the **Type** and **Category** drop downs are several key fields.


The **Date** field is a system generated date. This is when the intervention is recorded on Outreach. You can change this all you like, it will always go back to this date.

The **Organisation** field is useful, especially for voluntary organisations. This is optional for the Youth Service as we will count the recorded outcome based on the session link. If youth service staff do want to record the organisation, please use Leeds Youth Service rather than the youth centre.

The **session ID field** links this outcome to a session. What this does is links this intervention to a session, which links to a Project, which links to the ward.

It is very important that youth workers record a session ID here.

Type	Recorded Outcomes	Category	demonstrate empathy toward others
Date	05/12/2008	Time	16:27:18
Organisation	0100093	Leeds Youth Service	
Session ID	7352	Workshop 4	

The **Organisation field** and the **Session ID field** are search fields. Click on the blue search bubble  and use the search pop-up to complete these fields.

For our example we have selected Leeds Youth Service and linked the intervention to session 7352, the session during which the outcome took place.

Underneath these fields are the **Start** and **End dates**. These are the dates the intervention took place, and these should match the dates of the session.

Start	29/10/2008	End	29/10/2008
Worker	89	Referred From	(Unknown)
	Colin Fenwick		

The **Worker field** is auto generated by Outreach as the person entering the record. Ideally this would be the youth worker involved in the intervention. You can change the worker by using the search bubble and the search pop-up.

Finally, we enter the details of the outcome.

<input type="checkbox"/> Yes	Youth Worker Evidenced	<input type="checkbox"/> No	Young People Evidenced	<input type="checkbox"/> No	Learning Plan	<input type="checkbox"/> No	Witness Statement
<input type="checkbox"/> No	Peer Recording	<input type="checkbox"/> No	Audio Visual	<input type="checkbox"/> No	Award (not accredited)	<input type="checkbox"/> No	Award (accredited)

Notes	Mark as Sensitive	<input type="checkbox"/> No
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The group was joined by two new members, Andrew and Daniel. Cam, who is usually one of the quieter and withdrawn members of the group noticed that Andrew was feeling a bit shy and withdrawn. Cam took Andrew under his wing during the session, introducing him to other members of the group, mediating conversations and helped to settle Andrew into the group. Spoke to Cam after the session and we both acknowledged this was a good change to see in Cam. As a result, Cam has been asked by the group to be the person who welcomes new members and helps them settle in.

Save As New

Notice the [flags](#) above the notes box. These flags are also found on the first page of the Event Log and allows us to record the types of evidence that support the outcome.

Remember that a recorded outcome needs to show a benefit to the young person, a start and end point, must be realised by the young person and must be evidenced, the flags help with the evidence part and the narrative contains the rest.

For our example, we show that Cam has 'come out of his shell' during the session. The start point indicates that in previous sessions Cam is the quiet one of the group, and by the end of the session, Cam has taken on a more outgoing role. Because the worker has spoken to Cam about it, Cam realises the change in him, and the new role given him by the group. Our evidence for all this are the notes themselves, written by the worker involved. We could also, if we wanted, get a statement from Andrew recording how Cam took him under his wing. This could be typed up as a word document, scanned as a picture, etc, and attached to the Outreach session.

Once happy with the information, we click on the [Save As New button](#) to save the recorded Outcome.

If we go back to the interventions page of Cam's client record, we see our recorded outcome there.

		Contact	Status	Outcomes	CAF	PAYP	All Client Activity	Safeguarding				
	i	Type	Category	Start	End	Due End	Contact	Organisation	Status	Notes		
		3	demonstrate empathy toward others	29/10/2008	29/10/2008		Colin Fenwick	Leeds Youth Service		The group was joined by two new members, Andrew and Daniel. (more)		
		5	Signposted	23/10/2008			Colin Fenwick	Leeds Youth Service		Signposted to another organisation		

And if we open up session 7352, and look at the recorded outcomes under the interventions section, we also see the recorded outcome there.

**Interventions**

Involvement		Recorded O	Concerns S	Staff Activity								
Start Date	Client Interventions		Staff Interventions		Clear	Refresh						
Client Name	DOB	Type	Category	Worker	Start	End	Organisation	Status				
Cameron Mitchell	21/12/1991	3	demonstrate empathy toward others	<a href="#">Colin Fenwick</a>	29/10/2008	29/10/2008		<a href="#">7352</a>				