Frequently asked questions

Bolton's Health Matters

Who is the Bolton's Health Matters website for?

Essentially, if you need to understand the health and wellbeing needs of people in Bolton and how best they should be addressed, the Bolton's Health Matters website should be the first place you look for information.

The website is primarily aimed at those people and professional bodies who make decisions aimed at addressing the health and wellbeing needs of people in Bolton. The Joint Strategic Needs Assessment is used to inform and prioritise the strategic direction of those organisations responsible for providing services that address these needs, such as the Health and Wellbeing Board, the Clinical Commissioning Group and service commissioners. However, the website is also aimed at those people who help or need to identify and understand these underlying health needs, be it intelligence analysts examining changes in health needs in Bolton, voluntary sector groups writing bids for funding for relevant health improvement initiatives or local community groups who provide an insight as to how specific population groups view their health needs.

Can I receive some training on the use of Bolton's Health Matters?

Hopefully, this FAQ section will help answer many of your questions regarding use of the site and we will be adding some basic manuals and a video to show you how to use the various elements of the website. However, we are more than happy to offer further training, be it to a group of users or on a one to one basis. If you would like more help please use the contact us page.

JSNA

What are the summary theme chapters?

The JSNA summary theme chapters, which can be found on the left hand section of the website, provide an overview of our understanding of specific topics relevant to explaining the health and wellbeing needs of people in Bolton. Each theme chapter generally follows the same structure in summarising who is at risk and why, the level of need in the population, service provision and use, unmet needs, the evidence base, highlighting the key issues and gaps, and provides recommendations for commissioners. Each chapter section can be viewed on the website or downloaded as a complete chapter. Each chapter is updated periodically to reflect changing levels of needs or service changes. The next update of chapters is due in late 2012. Sometimes the chapter summary is informed by a full in depth needs assessment, with links to these provided beneath the chapter and can also be found within the Knowledge Hub.

What is the JSNA Core dataset?

The JSNA Core Dataset, found on the left hand side of the website, consists of a range of indicators that we have identified as being important in monitoring and understanding the key health and well being needs (and those determinants of health) of people in Bolton. The JSNA Core Dataset is split into 5 main categories which each contain a number of JSNA Indicator Sheets. Depending on the availability of data, each sheet contains the indicator's current position, trends, comparison to peers, inequalities between different population groups such as deprivation quintiles or geography.

The JSNA Core Dataset will be updated annually and is our consistent method of monitoring changes and progress in the health needs of people living in Bolton. The indicator sheets will evolve as improved analysis provides a greater understanding of inequalities amongst population groups and the list of indicators will evolve to adequately describe changes to health needs in the borough.

How do I found out about the health needs of a particular area of Bolton?

Within the 'Profiles' section of the website, found on the left hand side, there are summary profiles of results from the 2010 Bolton Health Survey at Electoral Ward, Middle Super Output Area, and GP practice level. These help to point to the key areas of health need in an area but are limited to the types of questions asked in the survey. In time, we intend to produce similar profiles for indicators in the JSNA Core Dataset. Maps of geographical variation shown within the majority of the indicator sheets, may also be useful.

How can I get involved in producing the JSNA?

We gratefully receive anyone offering feedback, help or their expertise in improving our understanding of the issues affecting the health of people in Bolton. If you feel that you could add input to any particular area of the JSNA please do contact us. We will highlight in our news and events sections when we plan to form new groups looking at particular needs assessments or areas of work that you may wish to get involved with, so please keep revisiting these sections. Instructions on how to share your documents with the Knowledge Hub is provided in the section below.

Knowledge Hub

What is the Knowledge Hub?

The Knowledge Hub is a searchable home for all intelligence and evidence that helps to produce the summary JSNA material for Bolton but also provides intelligence on topics that do not currently have a summary theme chapter.

The chapter summaries cannot contain all the evidence available to us and so the Knowledge Hub allows us to share this supporting evidence across the

Bolton Family. It contains a range of types of evidence, ranging from health needs assessments, to guidance and policy reports, to maps of geographical inequalities within Bolton, to data analysis on particular topics, to population survey results. If it helps us to understand what the local population health needs are and how we should go about improving them, it needs to be in the Knowledge Hub, so that decision making can reflect this evidence.

Who assesses and approves entries into the Knowledge Hub?

The website is managed by qualified information professionals within the Public Health team who ensure all submitted entries meet the required standard. All information/evidence is assessed to ensure that it can be used within the decision making process and to increase our evidence base. We want the Knowledge Hub to be inclusive though, so please contact us if you have something that you wish to share through the Knowledge Hub but are unsure of its worth.

How do I submit my own information/document to the Knowledge Hub?

You can submit your own information by using the 'Share your knowledge' submission form which is on the right hand side under the Knowledge Hub menu. If you feel that the form hinders your particular submission or you would like to discuss it with us the please contact us. We will contact you if we need further clarification on anything submitted.

How do I search for information contained within the Knowledge Hub?

There are 4 search paths you can take when searching the Knowledge Hub:

1) Quick Search (searching within items) –This search path allows you to search all the items contained within the Knowledge Hub for a particular term or phrase. Enter your search term(s) in the box at the top of the Knowledge Hub and press 'search'. This will search inside each of the items within the Knowledge Hub to bring up all results that contain your search term(s) anywhere within that item. For more accurate results using quotation marks for multi-word searches, e.g. "bowel cancer"

2) Topic Search – This search path allows you to build a more specific search from scratch by up to 3 levels of topic area. Select a topic from the drop down menu 'sub-topic level 1'. Now, if desired repeat for subtopic levels 2 and 3. Each level you choose will increase the specific nature of your search. These topics are structured in a similar way to a database thesaurus and provide a natural structure to the Knowledge Hub. There are then additional options to limit your search by such as 'geographical level', 'information type', 'population level' and 'source'. These options can also be utilised on the search results page to limit results further.

3) Keyword Search – This search path allows you to search for particular key terms or phrases that have been entered as the pertinent 'keywords' when loading the particular item to the Knowledge Hub. Enter your search term(s) into the box and press 'apply'. This will bring up all results that have been designated your search term(s) as a keyword. A keyword is a term that signifies what information is contained within a document. For more accurate results using quotation marks for multi-word searches e.g. "mental wellbeing".

4) Tag Search – This search path allows you to search by document 'tags'. A Tag search can be done on the bottom of the <u>home page</u> . Click on your desired 'tag' and it will take you to all the results that have been 'tagged' under that term. In the Knowledge Hub a 'tag' is drawn from the same list of topic headings referred to in Topic Search.

How do I limit/filter my search results?

Whichever search path you take you can filter your search on the 'results' page. You can filter them by:

- Tags
- Source (who produced it, e.g. Bolton Council)
- Population Level (who is it generally about, e.g. children)
- Information Type (what format does it take, e.g. report or map)
- Geographical Level (what area does it cover, e.g. NW or Sub-Bolton)

If you choose to do a 'topic' search you can enter these filters prior to obtaining the initial results.

Can I be notified of additions made to a particular topic area or tag?

Yes, once you have performed your search and have clicked on a particular resulting item, the 'Alert Me' menu appears to the bottom left hand corner. This provides you with the opportunity to submit your email address in order to receive notification of new items being tagged under that particular topic heading. Alternatively you can click on the 'Alert Me!' tab at the top of the home page and click on the topic tag of interest to you to register for alerts. If, at a later date, you wish to stop receiving these emails there will be an unsubscribe option within the email.

Why is the information within the Knowledge Hub not password/login protected?

We believe that this information should be freely accessible to all those who use it and putting it behind a log-in screen would limit this. Any data or data analysis contained within the Knowledge Hub is at an aggregated population level and contains no confidential or individual level information.

If you have other questions that you think we should cover here or please do [contact us](#).