The Promise
Data Map
User guide

"Current data is fundamentally flawed as it does not reflect what matters to children and therefore cannot be relied on to support good decision-making on its own."

The Promise, p.13

Things to know in advance of registering and using the data map:

- Each organisation should decide on the **lead user** who will register first.

- For each dataset that an organisation uses (or generates), a single questionnaire should be completed.

- To capture the range of uses of a dataset within an organisation, a workgroup structure has been created.

- Workgroups can complete multiple questionnaires.

- Every participant will be directly associated with a workgroup, managed by a moderator (lead user).

- Each workgroup is directly linked to an organisation, managed by a lead user.

Questionnaire Content

The questionnaire is divided to 5 Sections containing 31 questions.

The sections encompass:

- **About the dataset:** This includes description and purpose of the dataset, format and origin/collection of the data and data validation.
- **Data characteristics:** This includes the type of people the information is about, including age ranges, care experience, and general types of information that is collected.
- **Identifiers and data linking:** This section is about information in the dataset that can make it easier for people and machines to link up data. It includes anonymity, what makes up the main 'unit' in the data, and common identifiers.

- **Data sharing:** In this section we wish to understand more about how this dataset is shared.
- **Other information:** Formal 'datasets' (often numerical) can answer some questions, but for other types of questions we need 'softer' information and data.

For this section, please think about what other information the organisation and/or department collect and may not currently be considered a 'dataset'. This could be sources of information that provide more detail about why certain things took place, how a person felt or how they experienced a particular situation. These might exist in spreadsheets or databases, but likewise might be written notes, online forms, or word documents.

The promise data map is not/will not be:

- A repository of actual data- it will only hold *information about data.*

- A statistical tool that helps to answer numerical questions.

- A new outcomes framework for organisations to report on.

- Static or 100% 'complete'.

CLICK HERE TO REGISTER AND START USING THE DATA MAP

Definitions/glossary

What is an **administrator**?   This is someone from **The Promise Scotland** who has administrator rights for all organisations within the data map.

What is a **lead user**?   This should be the first person to register to use the data map.

This is the person responsible for setting up workgroups, adding and new users and has administration rights for their own organisation.

Each organisation only has 1 lead user.

What is a **user**?

This is any person within your organisation/ partner organisations that can be added to/ removed from any workgroup.

This is someone who can answer the questionnaire about each dataset.

What is a **workgroup**?

This is where all the people who work together can create datasets.

This can be used for people working within your team, your organisation (different team) or partners that you work alongside or collaborate with.

For example, a Health & Social Care Partnership may have:

Lead user- 1 person; lead user from any of the organisations that the partnership includes:

Moderator- multiple people; team lead for social work, senior midwife, etc.

Participants – multiple people; social worker, health visitor, analyst etc.

All the people who are going to have access to the questionnaire and help with the task of adding information for any dataset will need to be added to the workgroup.

What is the **Data map Questionnaire**?

This is where you will enter all the information about a particular dataset.

The questions are designed to get as much information about the dataset as possible and take approx. 10-15 minutes to fill out.

Note: you may want to have a look at the questions in advance of filling the questionnaire out, as this will help you work out who you might need to speak with and/or add to your workgroup in order to get all the answers needed. The questionnaire in our Data Map asks about datasets— a set of information the organisation holds around children,

families, care experienced adults and the issues that impact them. This can be information of any kind; for example, how many times a service has been in contact with children each year, or the age range of people who get in touch about benefits. It can be numerical (quantitative) or written text (qualitative).

What is a **dataset**?

A dataset is: stored on one system, has a singular purpose, represents a specific group of people, and collects the same types of information (variables).

It is NOT all the information kept on a particular database or software system. Here are some questions to ask yourself or your team to determine if you are working with one or multiple data sets:

- **Is this all stored on the same system?** One sign that you might be dealing with different datasets is if some of the information is held using one piece of software, and some is held in another.

- **Is it about different groups of people?** For example, Police Scotland might hold one dataset about young people in contact with the police, and a second one about those who end up being charged by them. For the Data Map, we wouldn't want those to be grouped together in one dataset about 'young people'.

- **Do they talk about the same kinds of information (variables)?** For example, a Health Board would likely not combine all their Health Visitor data for all children under the age of five in one dataset. They would likely separate this out based on what type of information is measured. One dataset might be the aggregate data that is used to report to Public Health Scotland, while another might be the information that is collected in an age 4-5 Developmental Check.

- **Is it recorded at the same 'level'?** For example, a local authority might hold information about individual people receiving welfare support as well as information about households in receipt of this. These should be treated as two separate datasets.
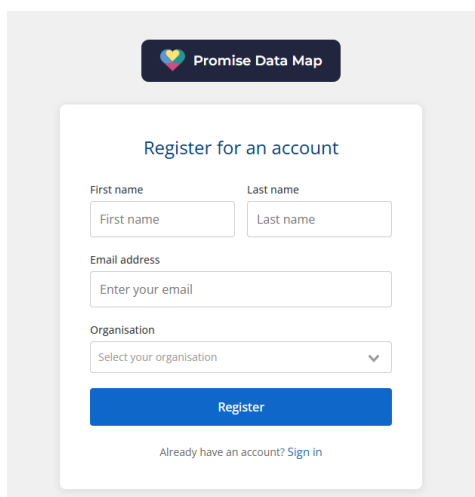
Registration

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Register a new user
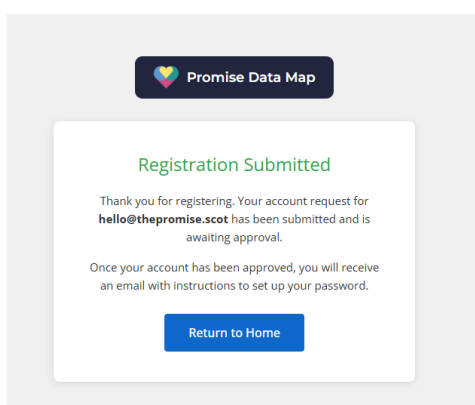
User actions:

- Enter name, email and choose organisation from drop-down list and submit registration.

- If your organisation does not appear on the drop-down list, please email hello@thepromise.scot (email subject: data map) so the team can set this up for you.

- Once registration is complete you will see the below message while the team confirm your registration. This may take a few days, so please factor this in.

- 'return to home' button will navigate you to The Promise Scotland 'Data map where you can find further information on this work.

The Promise Data Map

Part of: Doing Data Differently

The Data Map will show the types of data organisations working to keep the promise collect and hold— on children, young people, and their families.

- An email will be sent to your inbox to set up your password from '*datamap@thepromise.scot*'

User password set up
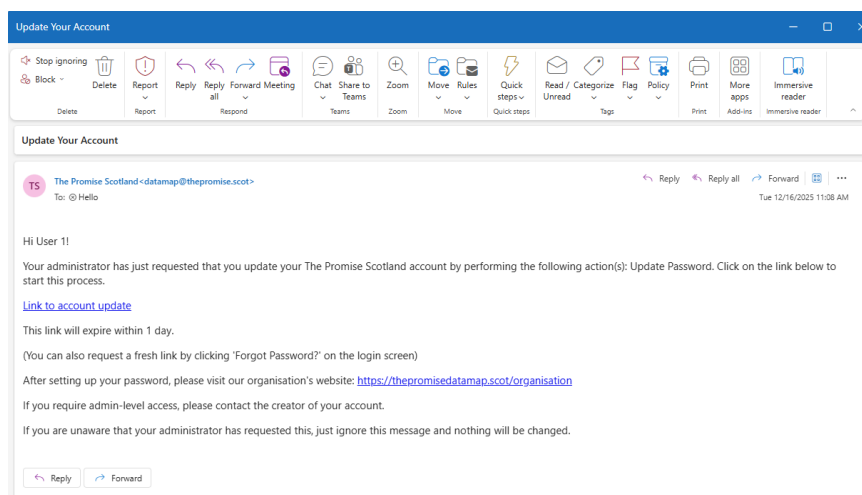
- Click on link within email.

- Enter unique password.

- Once you have set your password you will be redirected to the sign in page.

- Enter your new password and 'sign in'.
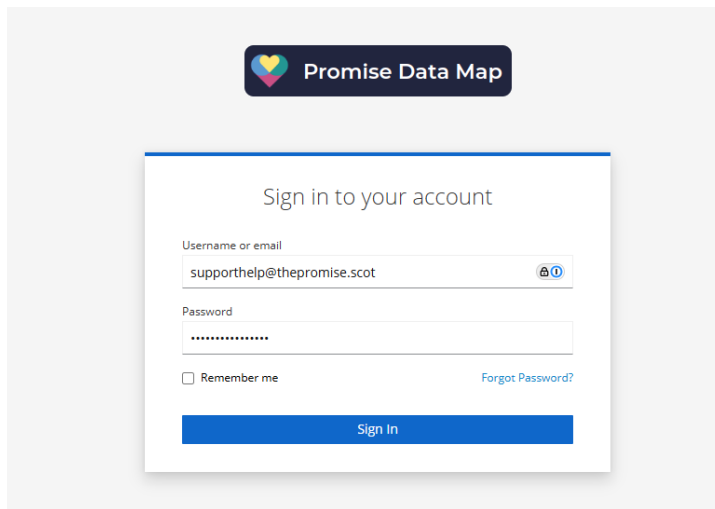
Forgot password

- On the registration page click 'forgot password' and an email will be sent to you to update your account and set a new password.

- Click on link within email to re-set your password.
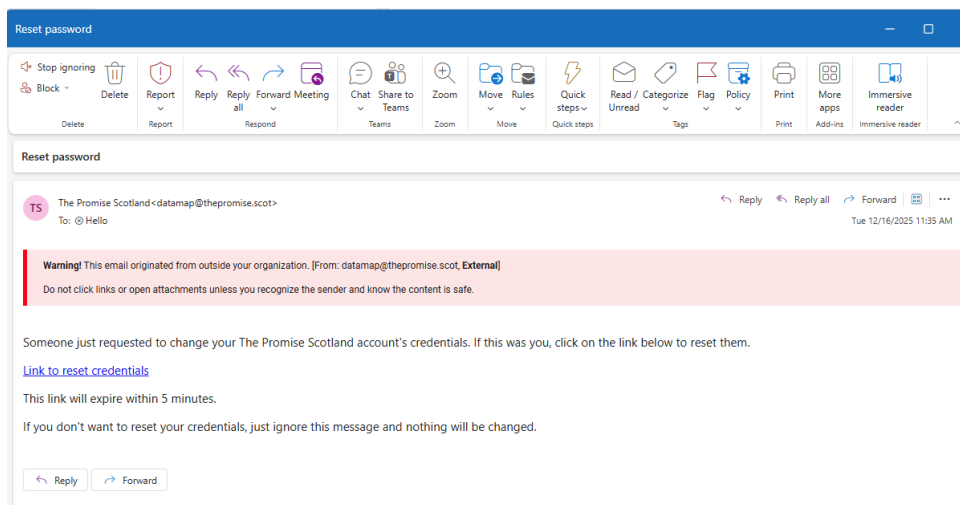
Setting up second user within an organisation

This will include all additional users of the data map from your organisation once a lead user has registered.

- Use instructions for registration.
- An email will be sent to your email advising you an administrator asking you to update your account with a unique password, this may take an hour or so

depending on your organisation's security settings. If you have not received an email within 3 working days, please check your email junk and spam folders.
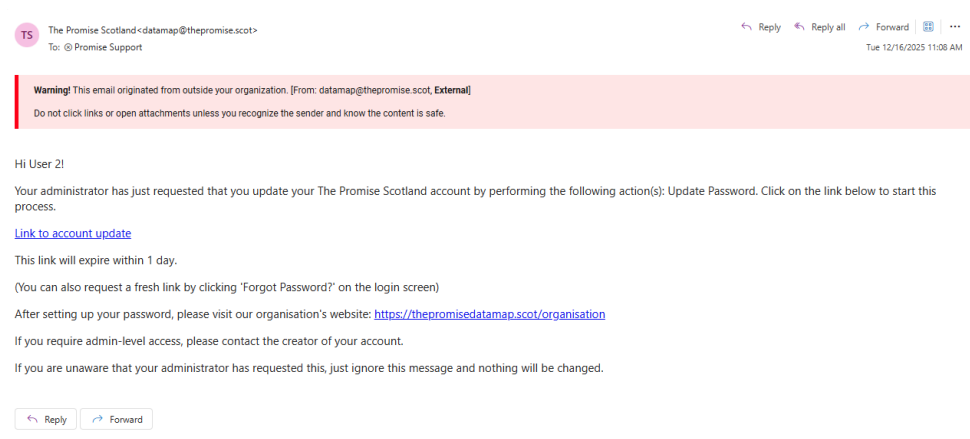
- Once you have set your password you will be redirected to the sign in page.
- Enter your new password and 'sign in'
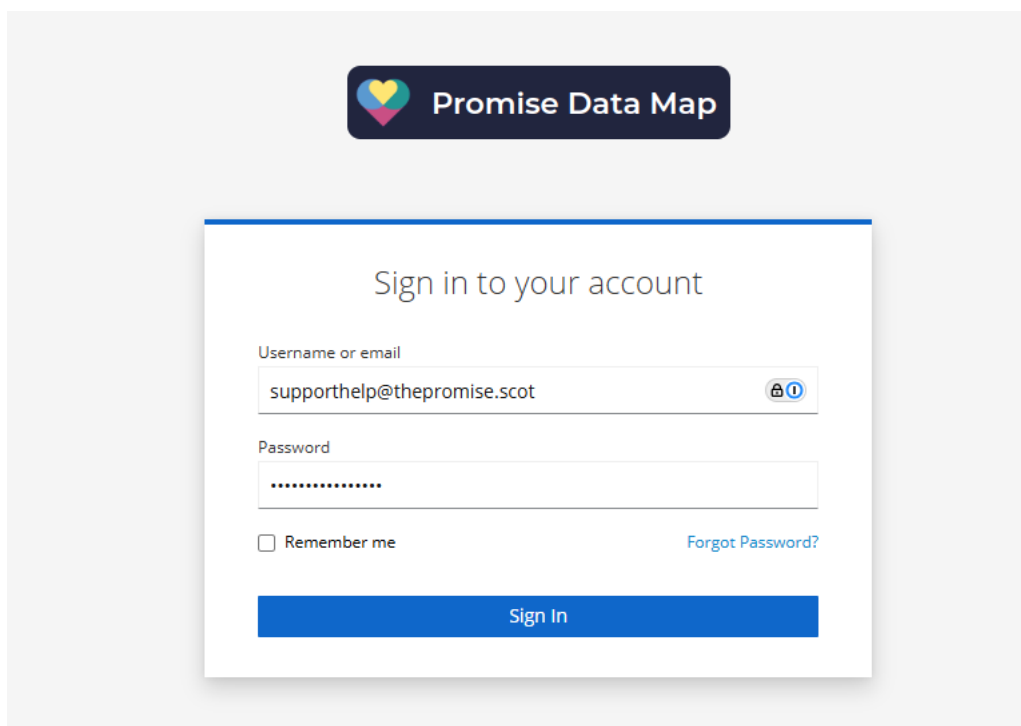
Navigate to user homepage:

When you sign in you will be directed to the main dashboard view as below. You can simply click on any of the left-hand navigation to move around the different areas.

CLICK HERE TO REGISTER AND START USING THE DATA MAP

Lead user view:
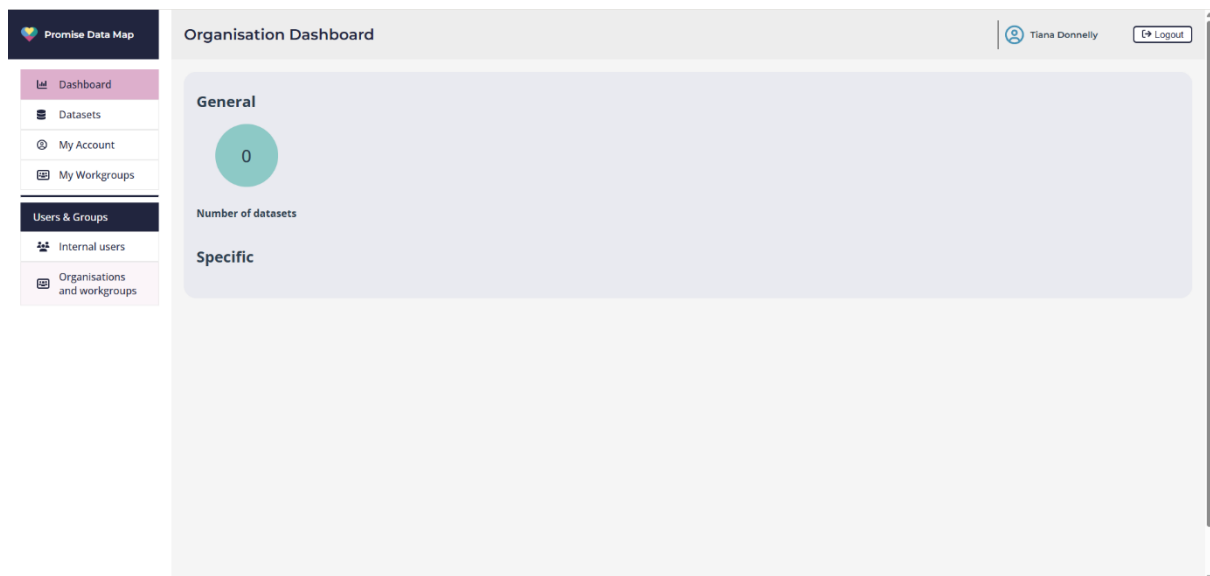
Additional users view:
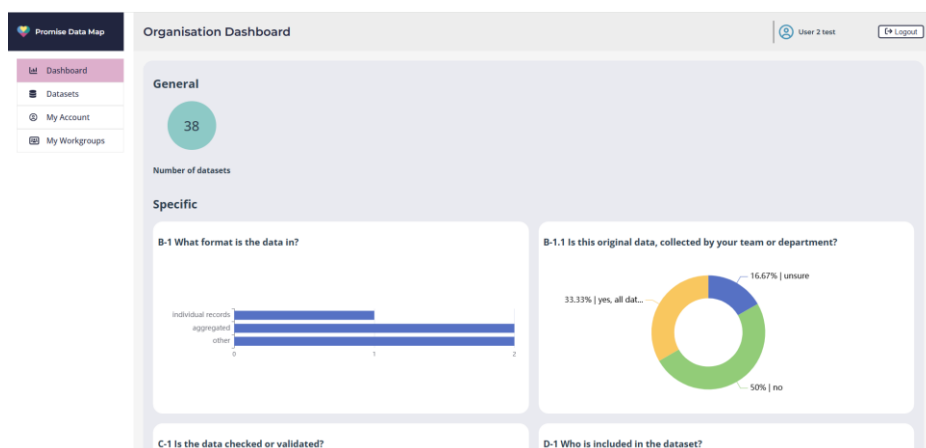
Left-hand Navigation:

- **Dashboard** – Home view: currently showing example data, this is where you can see a summary of the datasets held within the data map.
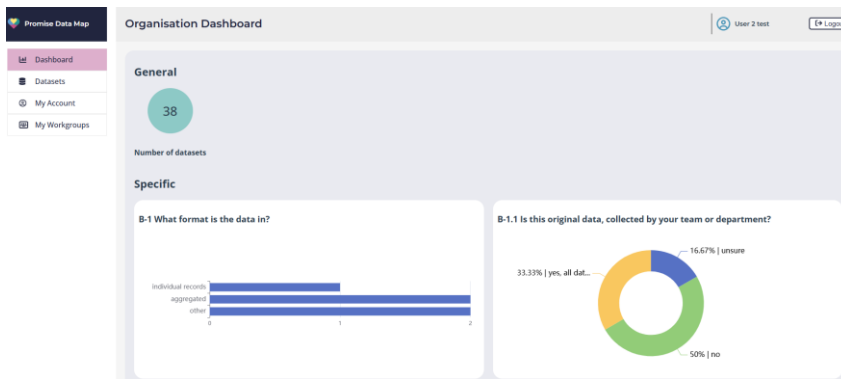
- **Datasets** – Currently showing example data, this is where you can search for datasets that are held in the datamap:

  This will show you all the organisations who have currently entered datasets into the data map. You will not be able to see any of the data sets however you will be able to see who holds the dataset, what is contained within the dataset and any of the information provided by the organisation about this dataset.

- **My account** – This is where you can edit any of your own information.

- You can click on 'edit' (top right-hand corner) to edit any of your personal information.

- **My workgroups** – this will be where your organisational lead user can set up workgroups so all your team members and partners can access the datasets within the workgroup allowing for better collaboration.

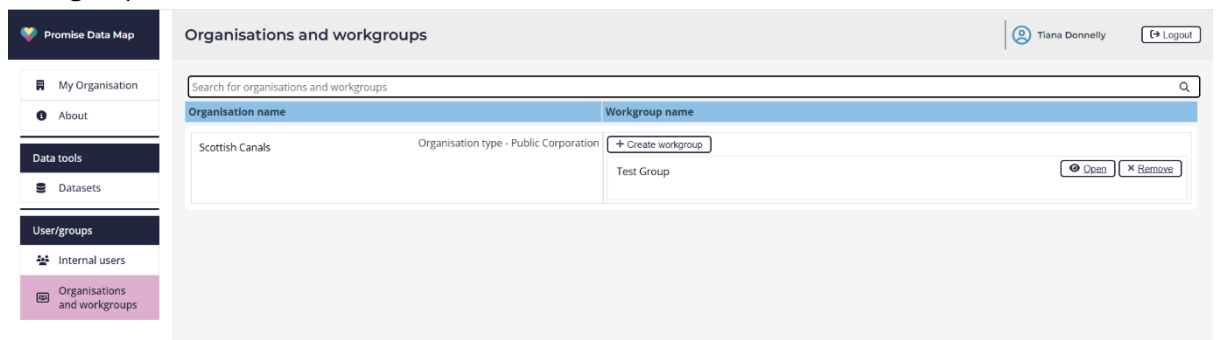- Initially this will show as 'no workgroups to show!' until your lead user has set this up.

Lead users only

- **Internal user** – this will be where you can view any users for your organisation, approve any new users and edit permissions
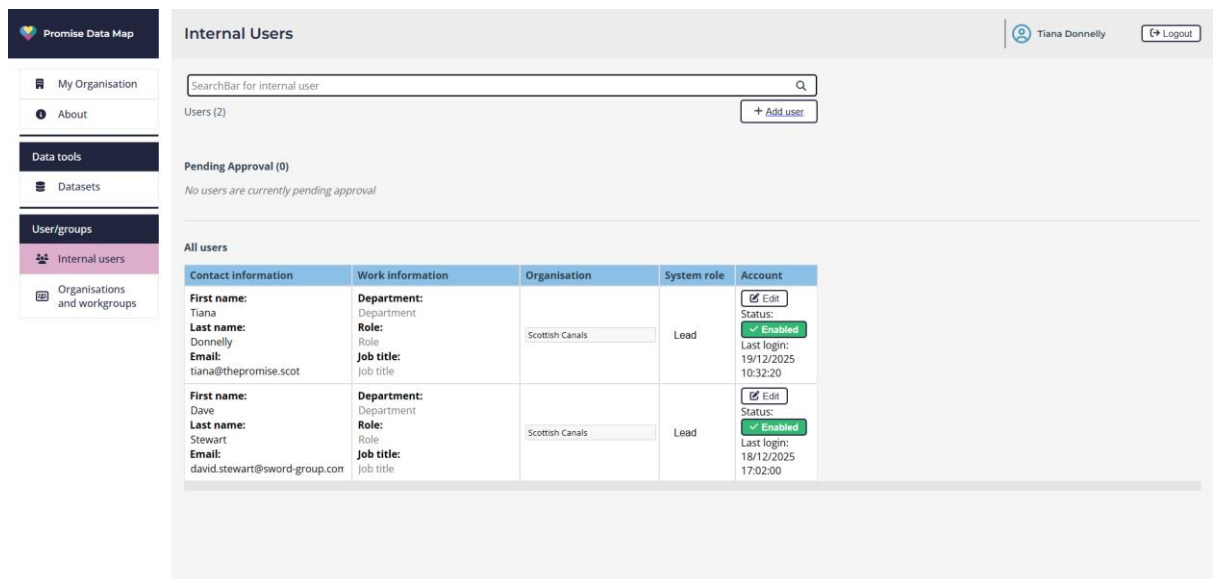
- **Organisations and workgroups** – this will be where you can create your workgroups

Setting up a workgroup:
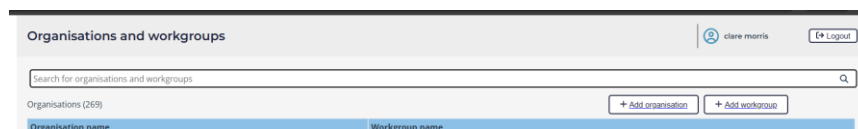
Note: this can only be done by the **lead user** for your organisation.

Workgroups can have as many or as few people in them as you want- so enter here and add or remove people.
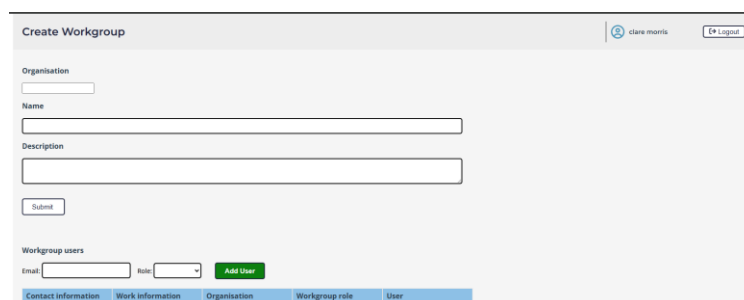
Workgroups can complete multiple Questionnaires.

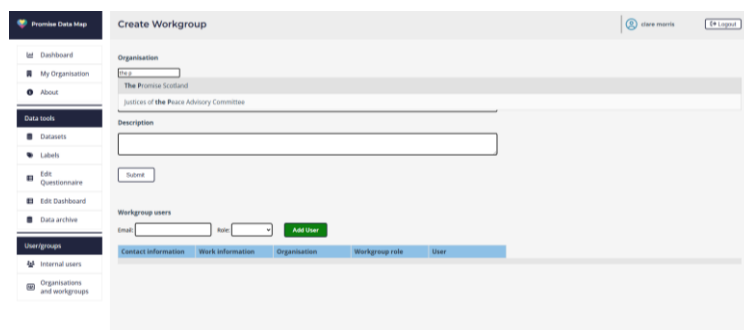The lead user can then assign people as 'moderators' or 'participants' and can update these roles at any point.

- Using the left-hand navigation tool, click on 'my workgroups'

- Click on top right box 'add workgroup'

- This will then open up 'create workgroup'

- Start typing in the name of your organisation and this will automatically populate.

- Add a description for the workgroup.

- Add workgroup users to the workgroup- this can be anyone you work with that you would like to have access to this dataset. This is great for partnerships, collaboratives and other cross organisational working. Note: if the user you are entering has not yet registered for the data map, they will be asked to do this as the first step before being able to access this workgroup.

- Click 'submit' to create your workgroup.

To find a workgroup as a lead user

- Using left hand navigation tool go to 'user groups' – 'organisations and workgroups'.

- The workgroups you have created and been assigned to will show here:
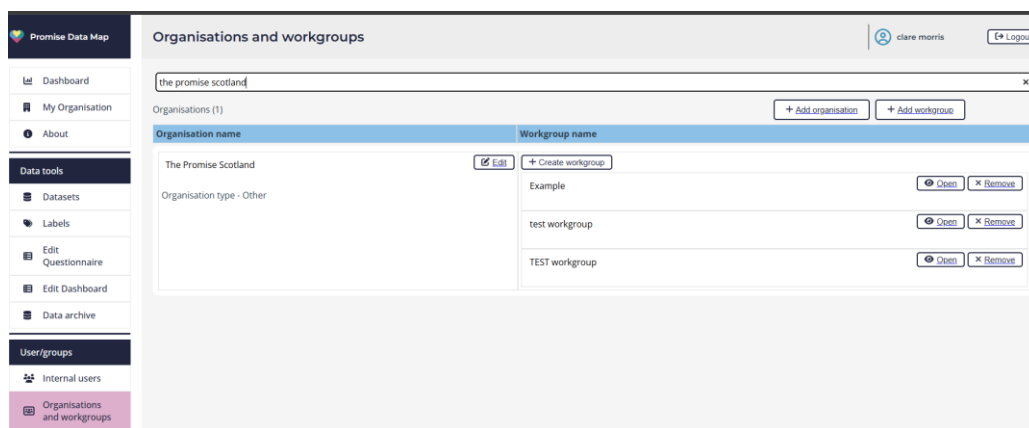
- Click on 'open' (eye icon) to see the workgroup. This will show you who has been assigned and what role they have been given.
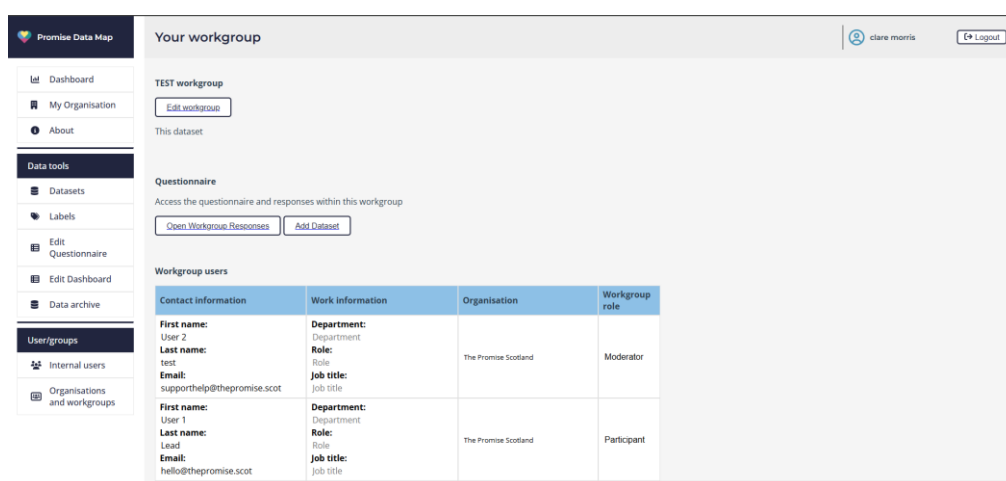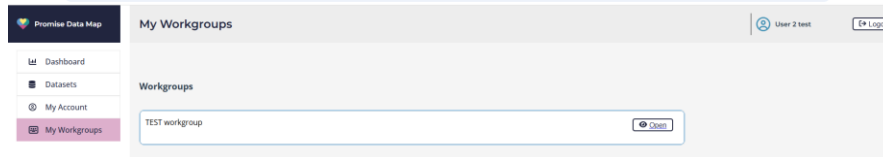

- Click on 'add dataset' to start answering the questionnaire about your first dataset.

- Click on 'open workgroup responses' to see what all the users of this workgroup have entered via the questionnaire.

To find a workgroup as a user

- Using left hand navigation tool go to 'user groups' – 'organisations and workgroups'.

- The workgroups assigned to you should show up here

- Click on 'open' on the right hand side (eye icon).

- This allows you to see who has been assigned to the workgroup and what role they have.
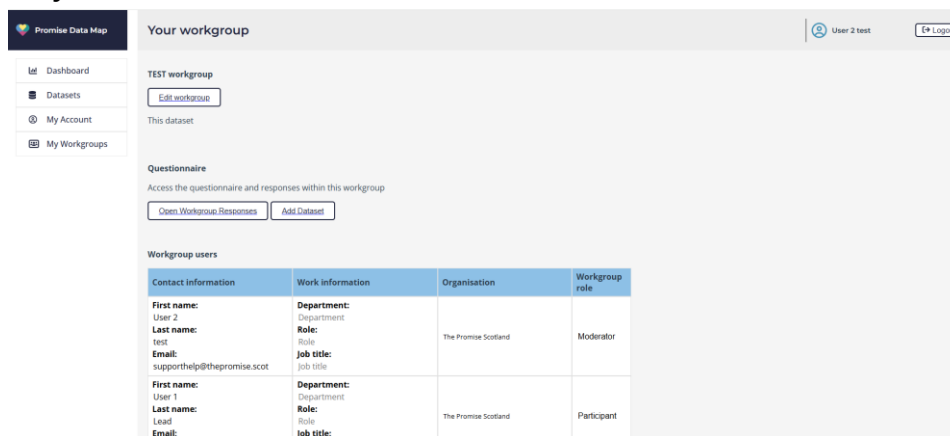
Roles within a workgroup

- **Admin**- The Promise Scotland staff only at this stage.

- **Lead**- The lead user from your organisation.

- **Moderator**- Assigned by lead user and this person can add/remove people within the workgroup.

- **Participant**- Assigned by either lead user or moderator and this person can access the questionnaire and add information about the datasets that this group holds. Every participant can be associated with a workgroup, and you can also belong to more than one workgroup.

Filling in the questionnaire for each dataset

The **questionnaire** in our Data Map asks about datasets and it includes some guidance for users about how a data set is being defined in this context.

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- **Is this all stored on the same system?** One sign that you might be dealing with different datasets is if some of the information is held using one piece of software, and some is held in another.

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How to enter a dataset

- From your workgroup click 'add dataset' to open questionnaire.

- If this is your first time completing the questionnaire (or you need a reminder) you can click 'review' to read the instructions.
- Once you have reviewed the instructions click 'continue' and 'next' which will open up the first section of the questionnaire.

- Each question has more information attached- click on the 'i' symbol at the right-hand side to view this information.

- You can move ahead without answering all the questions which allows multiple people to fill in the questionnaire or to save your work to come back to later.

- Once you have entered all the information you have on this dataset you can click 'submit' which will save that information and allow anyone in your workgroup to

access it and the publicly shared information to be available on the main data map dashboard.

Feedback

Any feedback on the data map use, guidance or suggestions for next steps can be sent to hello@thepromise.scot (subject header: data map feedback).

As this is an iterative process, all feedback is valuable and we appreciate the time taken to send this to the team. The data map will be updated in 2026 using your feedback and user testing, all updates will be published via The Promise Scotland website.

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