



The long stays dashboard: user access guide

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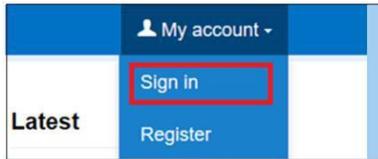
To access the long stays dashboard, users first need to register for access to the national AE dashboard.

Registered users who have access to the national AE dashboard should follow the five steps in the first section to access the dashboard.

Registered users without access to the national AE dashboard and new users should follow the steps in the second and third sections respectively to register.

If you are require access under a Local Authority or a Health and Wellbeing Board (HWB), please contact nhsi.longstaysdashboard@nhs.net to request access to The Long Stays Dashboard.

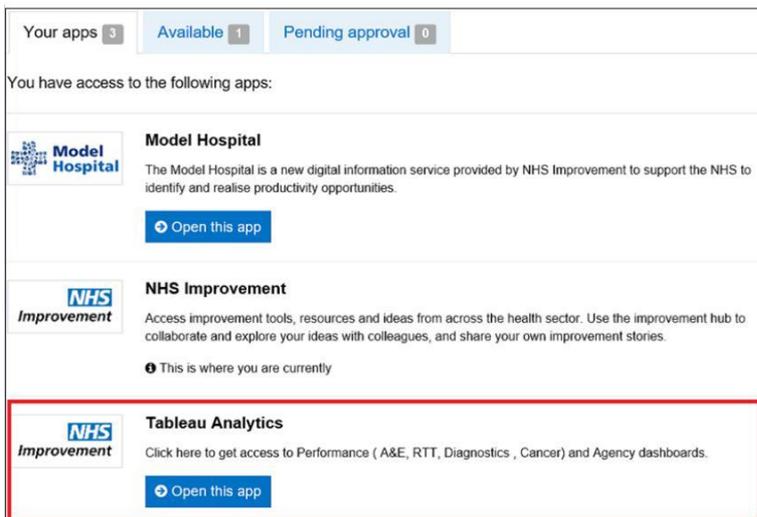
1. Registered users of the national AE dashboard



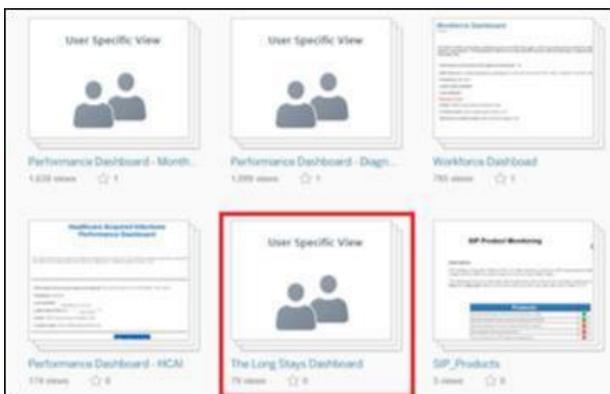
Step 1: Log in to NHS Improvement's website: <https://improvement.nhs.uk/>



Step 2: Click **Your apps**.



Step 3: Click **Tableau Analytics**.

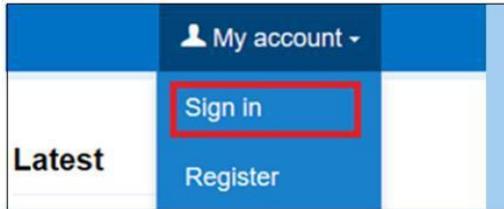


Step 4: From the list of Analytical Hub Products, select **The Long Stays Dashboard**.

Alternatively, click this link and save it in favourites:

<https://analytics.improvement.nhs.uk/#/views/TheLongStaysDashboard%2FCoverPage>

2. Registered users without access to the national AE dashboard



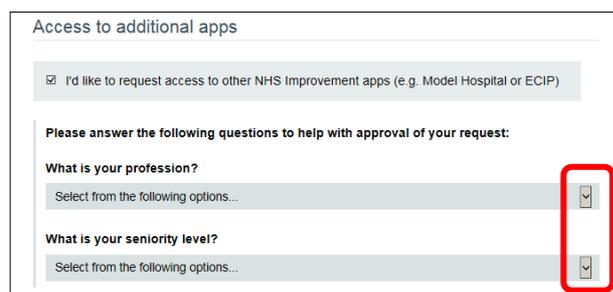
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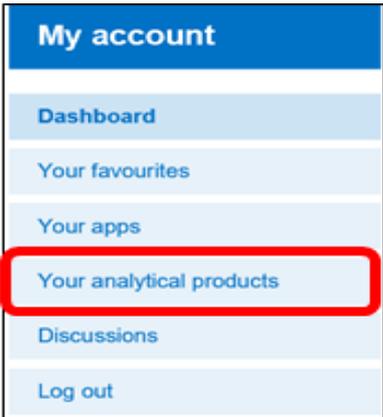
Step 2: Click **Your analytical products** and complete the questionnaire.



Click the tick box in the **Access to additional apps** section.

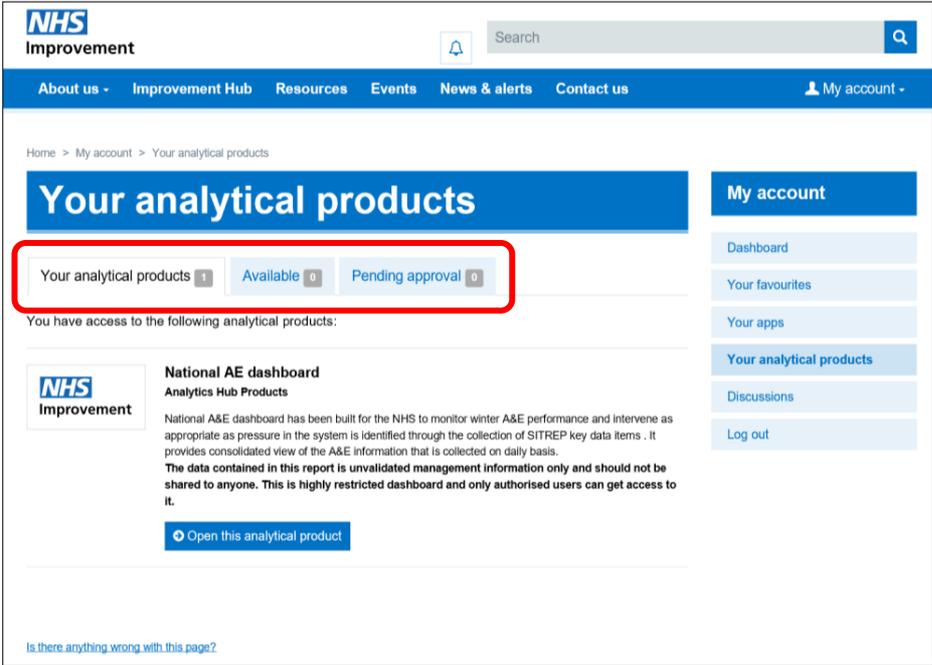


Select your **profession** and **seniority level** using the drop-down menus.

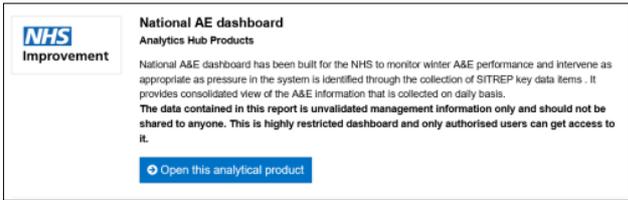


Step 3: Once your request has been processed, log in and select **Your analytical products**.

The **Your analytical products** function provides easy one-click access to the analytical applications and business tool you are currently authorised to use.



This section is divided into three main tabs: **Your Analytical products**, **Available** and **Pending approval**.

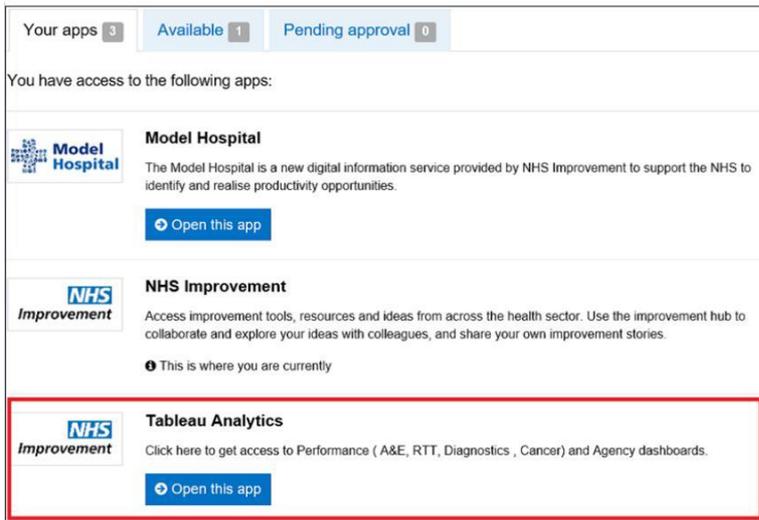


Step 4: Select 'Available' tab and request access to the national AE dashboard. Once the request has been approved (this takes two to three working days), it will appear under 'Your analytical products'.

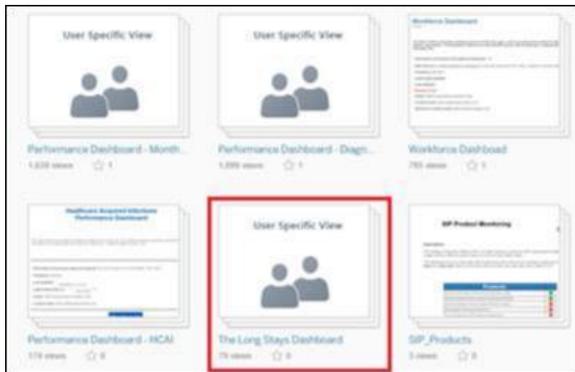
Step 5: Click Your apps.



Step 6: Click Tableau Analytics.



Step 7: From the list of Analytical Hub Products, select The Long Stays Dashboard.



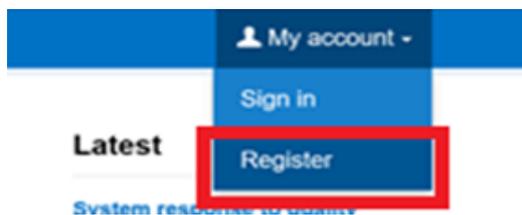
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3. Registering as a new user



Step 1: Access the OKTA portal by searching NHS Improvement’s website: <https://improvement.nhs.uk>



Step 2: Register as a Tier 2 user by completing the form as described below.

Please complete the form below to start your registration.

Email
If you have address ending in 'nhs.uk' or 'nhs.net', please use that here to help us verify you more quickly

First name

Please note: If you did not enter an NHS email address when you registered, your account will have to be verified and approved. You will not have access to the Improvement Hub until approval is given.

Organisation or provider
Begin typing below for suggestions. If your organisation doesn't appear as a suggestion, you can type 'Other', but your access to certain services may be limited.

In the **Organisation or provider** field, start typing the name of the desired organisation.¹

Organisation or provider
Begin typing below for suggestions. If your organisation doesn't appear as a suggestion, you can type 'Other', but your access to certain services may be limited.

- Central London Community Healthcare NHS Trust
- Central and North West London NHS Foundation Trust
- East London NHS Foundation Trust
- London Ambulance Service NHS Trust
- London North West Healthcare NHS Trust

Access to additional apps

I'd like to request access to other NHS Improvement apps (e.g. Model Hospital or ECIP)

The search results will appear below and are refined as more text is entered.

Select the desired organisation by clicking on it.

¹ If you are registered under a Local Authority or a Health and Wellbeing Board (HWB), please contact nhsi.longstaysdashboard@nhs.net to request access to the long stays dashboard.

Organisation or provider
 Begin typing below for suggestions. If your organisation doesn't appear as a suggestion, you can type 'Other', but your access to certain services may be limited.
Please pick one of the suggested organisations. If yours isn't listed, you can type 'Other'.

If the desired organisation is not listed, select **'Other'**.

Access to additional apps

I'd like to request access to other NHS Improvement apps (e.g. Model Hospital or ECIP)

Click the tick box in the **Access to additional apps** section.

Access to additional apps

I'd like to request access to other NHS Improvement apps (e.g. Model Hospital or ECIP)

Please answer the following questions to help with approval of your request:

What is your profession?
 Select from the following options...

What is your seniority level?
 Select from the following options...

Select your **profession** and **seniority level** using the drop-down menus.

What is your seniority level?
 Select from the following options...

Which of the following topics are of interest to you?

Quality

Quality > Patient safety

Finance and use of resources

Operational performance

Operational performance > Emergency care

Leadership and improvement capability

Strategic change

I agree to this website's [terms and conditions](#)

Please confirm the following:

I'm not a robot 

Select the areas of the report of interest to you.

Operational performance > Emergency care

Leadership and improvement capability

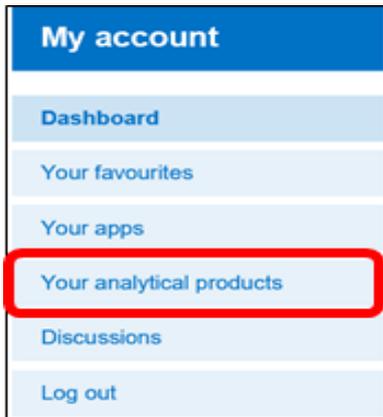
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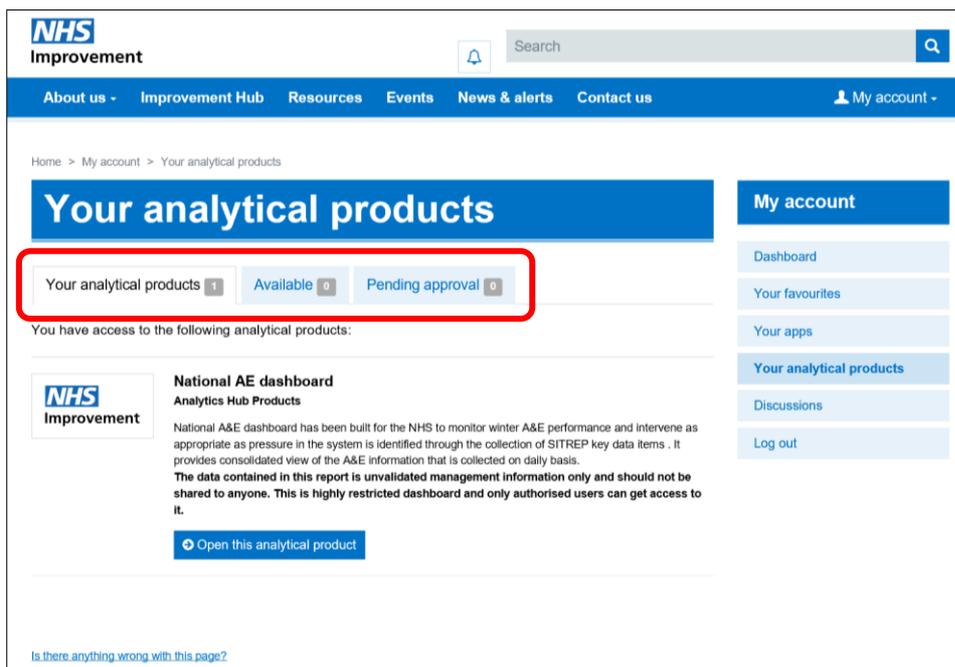
I'm not a robot 

Tick the box to agree with the terms and conditions, and then complete the security exercise.

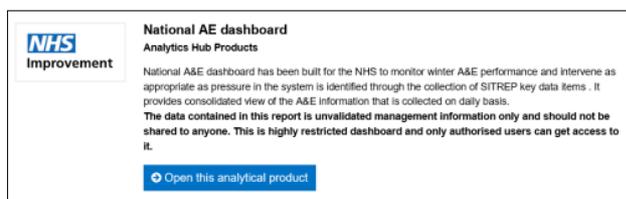


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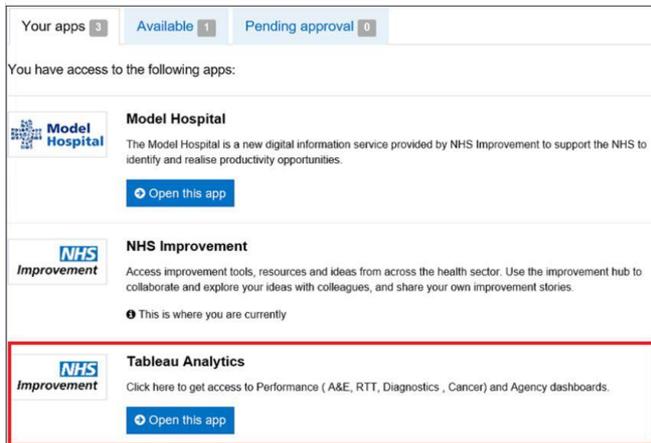


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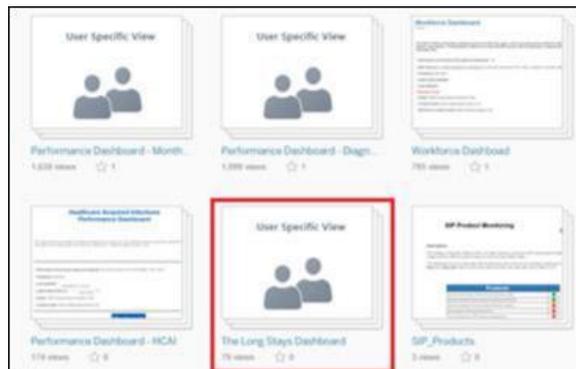


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Step 6: Click Tableau Analytics.



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Please note: If you are registered under a trust, a CCG or a CSU, you will be granted access as soon as our administrator has reviewed your request and confirmed your email address matches that for your organisation. This usually takes two to three working days.

It may take longer – up to five working days – for other organisations as we need to contact the requester to confirm which region they require access to, and then pass the application to the relevant regional team to approve. Once approved, we will add the organisation's email address to our secure list of users to provide access to the long stays dashboard. For any assistance please contact nhsi.longstaysdashboard@nhs.net