

NATIONAL SAFEGUARDING CASEWORK MANAGEMENT SYSTEM

Migrating Data to MyConcern *A Simple Guide and Checklist*

Introduction

MYCONCERN®, supplied by The Safeguarding Company, is the National Safeguarding Case Management System being rolled out for use by Dioceses, Cathedrals, and the National Safeguarding Team (NST), to record, manage and report on safeguarding cases. To support the implementation of this system in your Diocese or Cathedral, you will need to migrate data relating to existing safeguarding cases from your old electronic and paper based systems into MYCONCERN®. The scope for this was set and agreed by the National Safeguarding Steering Group and is a mandatory requirement for participating bodies onboarding. Some additional thought is needed to ensure that the correct case file information is prepared, as there will be only a single opportunity for this to be automatically migrated onto MyConcern.

In Scope

- all existing electronic safeguarding case information (live and closed), in systems used by participating bodies, for recording safeguarding concerns;
- all open paper-based cases, held by participating bodies; and
- a list of closed paper-based cases, with information of physical location, will be captured and collated for migration.

Out of Scope

- detailed information relating to closed cases, in paper format;
- interface/connection between MyConcern and legacy systems for data migration; and
- migration of Archbishop’s List due to Rule 74(3) of the Clergy Discipline Rules.

The matrix below summarises the approach for each data category.

	Open Cases	Closed Cases
Electronic Format	Migrate	Migrate
Paper Format	Scan for migration	List / Catalogue for migration

Figure 1

The information on data volumes and types will need to be provided to the NSCMS project team so that the implementation can be risk assessed prior to a plan being agreed. Further advice on getting existing case information ready is provided in the Getting Ready document available on the NSCMS website.

<https://www.churchofengland.org/national-safeguarding-casework-management-system-project>

The purpose of this Data Migration simple Guide is to provide a simple, non-technical overview of the steps needed to achieve compliance with the required scope of data migration. It provides an outline of the process and give details of further information that is available to support the participant in planning, resourcing and carrying out the migration of data.

Outline

The data migration process consists of the following **three stages** which are explored in more detail overleaf. Further technical information for each stage is documented in the Data Migration Technical Guide which can be accessed on the NSCMS website: [National Safeguarding Casework Management System project | The Church of England](#)

Initial Engagement



The initial engagement stage is designed to provide participants with as much information as possible to plan and prepare for onboarding with MyConcern. It is also the time when the project team get to know the specific details and context of the participant so that plans and resources can be put in place by both parties. Participants will be invited to an Initial Engagement Session, following which they will be invited to complete a risk assessment questionnaire and attend three 1:2:1 meetings. Following this a draft plan will be agreed with defined timescales of how the data will be prepared. The participant will need to ensure that they have the correct skills available to manipulate the data ready for migration.

Preparing Data




This stage is the responsibility of the participant to prepare all safeguarding case data in the defined format, ready to be uploaded into MyConcern. The project team will be available to provide templates, mappings, (where available) and technical advice to the participant to support the preparation of the data. The participant will have full access to the team for guidance and support, however, the responsibility for preparation and ownership of the data will remain with the participant. The project team will not be able to provide guidance which relates to the accuracy of the content of the safeguarding case information. The participant should ensure that safeguarding casework expertise is utilised alongside the data technical skills to ensure that data reflects the content and quality of case recording expected.



Loading Data



In this final stage, the participants data will be loaded into a secure SharePoint environment ready for the project team to review and pass to The Safeguarding Company, who, as delivery partners, will upload the data into MyConcern. There will be a Quality Assurance Go/No go checkpoint prior to the load that participants will need to attend. Participants will be responsible for the verification and reconciliation of the loaded data, followed by formal sign-off and acceptance of the data. The project team will provide dates, times and support and guidance for this stage.

Details

	<u>Objectives</u>	<u>Resource</u>
 <p>1. Initial Engagement</p>	<ul style="list-style-type: none"> ➤ To build relationship between the diocese and the project team. ➤ To ensure thorough understanding of data migration. ➤ To assign relevant roles & resources within Diocese; and ➤ To draft implementation plan 	<ul style="list-style-type: none"> ✓ Diocesan Secretary ✓ Diocese DSA ✓ Diocese relevant safeguarding specialists ✓ Diocese IT provider (if applicable) ✓ Diocese Technical Data Specialist (if applicable) ✓ NSCMS Project Data Migration Team
<p>Once the participant has attended an initial engagement session they will need to complete a risk assessment questionnaire. Once this is received by the project team, they will set up 1:2:1 meetings to establish individual context and draft an implementation plan. There will be 3 meetings which will last approximately one hour each:</p> <ol style="list-style-type: none"> 1. Scoping Meeting: To walk through the risk assessment questionnaire in more detail, confirm data scope and ensure resource requirements are understood and correctly allocated. Following this meeting, the project team will provide the participant with the Data Migration Templates. 2. Data Template Meeting: To discuss the technical data preparation requirements and familiarise participants with the Data Migration Template. Following this meeting, the participant will need to evaluate the amount of time required to prepare their data and provide the project team with suggested timescales. 3. Implementation Meeting: To agree a draft timescale for implementation. This will be based on the time that the participant needs to prepare data and the overall project implementation plan. Whilst every effort will be made to accommodate participants preferred dates, this will depend on perceived risk and other participant timetables. <p>It is recommended that both safeguarding and technical specialists are involved in meetings where possible. Preparing and migrating data will involve downloading of data, working with data outside of the system and reconciling data; the combination of technical (Excel) and subject matter knowledge and skills is key to success. During the meetings, the Project Team will explain what is involved in migrating data and also outline the ways in which we can support the participant. A technical guide is also available on the NSCSM website: National Safeguarding Casework Management System project The Church of England</p> <p>At the end of this stage, the project team will provide access to a secure environment where formatted data can be uploaded so that the data migration team can prepare the data for submission to The Safeguarding Company for uploading to MyConcern.</p>		

<div style="text-align: center;">  <p>ASSESSMENT</p> </div> <p style="text-align: center; font-size: 1.2em; font-weight: bold;">2.Preparing Data</p>	<p><u><i>Objectives</i></u></p>	<p><u><i>Resource</i></u></p>
	<ul style="list-style-type: none"> ➤ To cleanse, quality control and map data for migrating. ➤ To complete source data templates for migrating. ➤ To upload completed Templates into secure environment. 	<ul style="list-style-type: none"> ➤ Diocese DSA ➤ Diocese relevant safeguarding specialists ➤ Diocese IT provider (if applicable) ➤ Diocese Technical Data Specialist (if applicable) ➤ NSCMS Project Data Migration Team
<p>During this stage, the participant’s safeguarding and technical experts will map the data into the Data Migration Template ready to place into the secure environment. The project Data Migration team are available to advise and further information can be found in the technical guide available on the NSCSM website: <u>National Safeguarding Casework Management System project The Church of England</u></p> <p>The participant will be required to check through and assure the quality of the data prepared. It is recommended that sufficient time and resource is allocated to this stage of the Data Migration. Quality checkpoints will be agreed with the participant so that the data can be signed off as suitable to proceed to the next stage.</p>		
<div style="text-align: center;">  <p>LOADING...</p> </div> <p style="text-align: center; font-size: 1.2em; font-weight: bold;">3.Loading Data To MYCONCERN®</p>	<p><u><i>Objectives</i></u></p>	<p><u><i>Resource</i></u></p>
	<ul style="list-style-type: none"> ➤ To load the data into MYCONCERN® ➤ To reconcile and validate the migrated data within MYCONCERN® ➤ To agree and complete any post migration tasks 	<ul style="list-style-type: none"> ➤ NSCMS Project Data Migration Team ➤ Diocese DSA ➤ Diocese relevant safeguarding specialists ➤ Diocese Technical Data Specialist (if applicable)
<p>At the beginning of this stage, the Project Data Migration Team will provide the data to delivery partners, TSC, to validate that the file is suitable for loading into MYCONCERN®. The participant will be asked to remove all users from the system prior to the data being loaded if applicable.</p> <p>Once the data has been loaded, The Project Data Migration Team will undertake a reconciliation of the data and prepare some test scripts to support the participant in reviewing the data. The Project Team will set up a meeting to facilitate the data review to assure the volume and quality of data is as expected and MYCONCERN® continues to function as needed. Once the participant is satisfied that all data is loaded they will meet with the Project Team to sign off the data migration.</p>		