

Institute of Public Care

POPPI User Guide

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POPPI User Guide

1 Introduction

POPPI (Projecting Older People Population Information) can be found at www.poppi.org.uk. It gives easy access to projections of the numbers, characteristics and care needs of people over 65 in England at national, regional and council level.

With PANSI (Projecting Adult Needs and Service Information, found at www.pansi.org.uk) covering the 18-64 age groups, POPPI and PANSI bring together relevant information for council planners and commissioners of adult social care and provide a consistent starting point for Joint Strategic Needs Assessment.

This user guide provides information on the following:

Registration: Who can register to use POPPI and PANSI

Navigation: How to move between different types of data

Navigation: How to see information for different geographical locations

My favourites: How to set up shortcuts to your favourite locations

Print: How to print data

Download: How to download data

Contact us: Details of how to obtain further help

Privacy notice: Information about our use of your data

2 Registration: Who can register to use POPPI and PANSI

This view-only system is now funded by the Institute of Public Care (IPC). It is for use by local authority planners and commissioners of social care provision in England.

Registration is restricted to those who work in local & national government, NHS, provider and academic organisations. Other organisations may access the systems through paid subscription, register your details and IPC will be in touch.

To register, go to either www.poppi.org.uk or www.pansi.org.uk and click the “Register” button.

For those who are not employed in government or NHS, the registration process requires you to complete the following:

- Service providers: are you registered with CQC?
- Charities: please give your registered charity number.
- Others: please state why you wish to use POPPI.

Following registration you will receive an email from us.

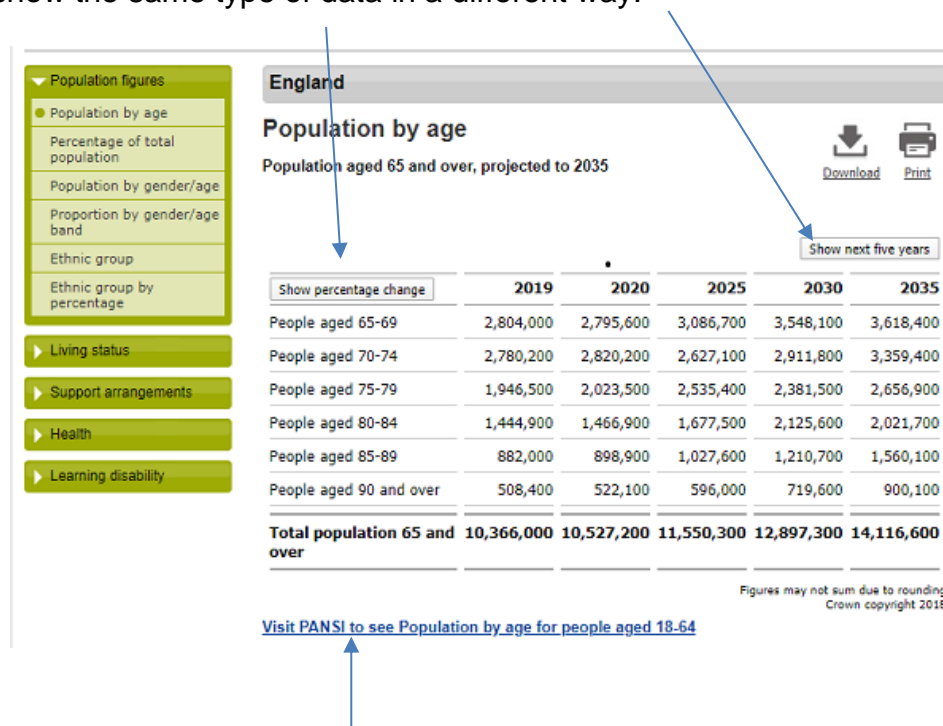
Once logged-in, you can change your password using the My account screen from the menu top right. There is a forgotten password link on the login page.

Your password, with the registered e-mail address as your username, allows you to access both POPPI and PANSI from any computer with internet access.

3 Navigation: How to move between different types of data

Click buttons to show the same type of data in a different way:

Click items in the left hand menu to show different types of data for the currently selected location



Links allow you to switch between PANSI and POPPI where pages have the same content.

4 Navigation: How to see information for different geographical locations

The right hand menu allows you to change to a different geographical location.

England

Show map

Go to a neighbour

Region

My favourites

Click here to choose a different **local authority**, or a **region**, or **England**

Click here to go to a location via a map:

Click **Go to a neighbour** to see a list of authorities who share a geographical boundary with the currently selected authority:

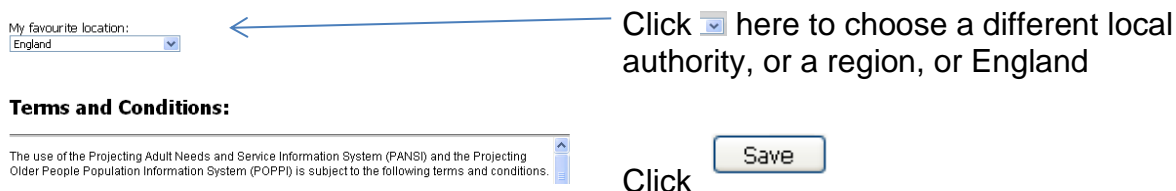
Click **Region** to list the members of the currently selected authority/region.

5 My favourites: How to set up shortcuts to your favourite locations


5.1 Set the location you wish to see first upon logging in

Click on the **My account** menu option top right.

Scroll down to:



My favourite location:
England

Click  here to choose a different local authority, or a region, or England

Terms and Conditions:



The use of the Projecting Adult Needs and Service Information System (PANSI) and the Projecting Older People Population Information System (POPPI) is subject to the following terms and conditions.

Click

5.2 My favourites

Users can build up three of their own Favourites groups of up to 15 localities from the list of local authorities, GORs and England.

To add, remove and name favourite selections select the **Organise favourites** menu option on the right, and then:

- Use the dropdown menu to select a geographical location, then use the **Add to group** buttons to add each location into the group.
- Give each group a name by clicking on **Enter a nickname for group**, type a name into the box, choose **Save**. Choose **Edit nickname** to change the name.
- To remove a location from a group click on  next to the location name.
- To empty the contents of a group click on  at the top of the group.

To return to the tables, choose a data page using the menu on the left or choose the **Return to Population by age** menu option on the right. Groups will be listed at the end of the right hand panel, click on the group name to list the contents, click a location name to display data.

6 Print: How to print data

The Print facility [top right of the data table] will print the current table of figures as a report (it does not print the whole browser screen).



Click **Print** to open a new browser window, then use your web browser's print button or print menu option to send this page to your printer.

7 Download: How to download data

The Download option allows you to view data in a spreadsheet for the current location or for a group of locations.



Click the **Download** icon (above the data table) to show a menu offering choices for downloading:

- The currently selected location only
- The currently selected local authority plus its 15 comparators
- The currently selected local authority and its geographical Neighbours
- All authorities within a region plus the region itself
- Any My favourites group (see above for how to set these up)
- All government office regions plus England
- All districts within a County plus the County itself

Click **Go** to open a window offering the choice to save or view (open) the data.

8 Contact us: Details of how to obtain further help

If you have any problems or queries, contact:

support@poppi.org.uk

9 Privacy notice: Information about our use of your data

To understand how IPC handles your data please refer to our privacy notice:
https://ipc.brookes.ac.uk/about-ipc/About_us/ipc-general-policies/poppi-pansi-privacy.html