

## Instructions for use of the Step Change in Safety PRfS Online Maturity Assessment Tool

Visit the PRfS Online Maturity Assessment Tool at

<http://stepchangeinsafety.net/stepchange/PRFS/PRfSPersonalChecklist.aspx> - a new window should open, and you will see your username displayed next to 'Welcome:' in the top-left corner. To the right of this, 'PRfS elements completed:' is followed by the numbers 1 to 9 corresponding to the nine different PRfS headings, for each of which is shown a red cross indicating that none of the nine steps have been completed.

PRfS elements completed: 1 ( X ) 2 ( X ) 3 ( X ) 4 ( X ) 5 ( X ) 6 ( X ) 7 ( X ) 8

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Begin the assessment by indicating Yes, No or Part to each of the statements; you do not need to give a response to every statement initially and you may move between any of the nine steps in any order.

Yes No Part

Your responses are automatically saved whenever you change between the nine headings, but you may manually save all your responses by clicking the 'Save' button at the base of the page. If you close your browser, the page you were on will be remembered automatically so that you may continue from that point when you next visit.

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When you have given a response to all the statements within any of the nine PRfS headings the red cross for that heading at the top of the page will change to a green tick.

PRfS elements completed: 1 ( ✓ ) 2 ( X ) 3 ( ✓ ) 4 ( X ) 5 ( X ) 6 ( ✓ ) 7 ( X ) 8

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Once you have responded to all of the statements, the button marked 'Make a copy for later comparison' will become active. Clicking this button stores all your responses as a complete set that cannot be altered, along with a record of the save

date, so that you may later make changes to the responses and compare your assessment with the previously saved version.

Make a copy for later comparison

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The links 'View Current Maturity Assessment Results' and 'Compare Current and Saved Assessment Results' allow you to display a graphical summary of your responses and links within that display allow you to either email or generate a PDF version of the summary results.

[View Current Maturity Assessment Results ...](#)  
[Compare Current and Saved Assessment Results ...](#)

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The button marked 'Clear All Responses' allows you to clear your current responses; a copy already made for later comparison is not affected by this. You will be prompted to click 'OK' to confirm the action.

Clear All Responses

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The button marked 'Clean Assessment History' allows you to clear both your current responses and a copy already made for later comparison. You will be prompted to click 'OK' to confirm the action.

Clean Assessment History

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'Current PRfS Maturity Index' is a percentage value calculated using the responses given, where each Yes response counts as 1, each Part response counts as 0.5, each No response counts as zero and the sum of these values is expressed as a percentage of the maximum value of 71 obtainable if a Yes response is given for each statement.

**Current PRfS Maturity Index: 53.52%**

When viewing your assessment results via the links 'View Current Maturity Assessment Results' and 'Compare Current and Saved Assessment Results' the maturity index percentage values are related to five 'Maturity Levels' according to the following matrix:

<b>PRfS Maturity Index</b>	<b>PRfS Maturity Level</b>
1 to 19.99%	Level 1 - Emerging
20 to 39.99%	Level 2 - Managing
40 to 59.99%	Level 3 - Involving
60 to 79.99%	Level 4 - Co-operating
80 to 100%	Level 5 - Continually improving