



WikiVOIS Protocols

WikiVOIS Protocols

There are a number of steps that need to be fulfilled in order to obtain a completed entry.

The main function of these instructions is to provide detailed guidelines as to how to upload an entry.

Stakeholders

The stakeholder should be as specific as possible to the associated outcome to prevent duplication. Duplication can result in a stakeholder that is too broad, which could reduce the effectiveness of the SROI analysis. To avoid duplication it is recommended that a stakeholder is made as specific as possible e.g. ‘Young LGBT people’ is linked to an outcome which specifically deals with this group. ‘Young people’ could be used as the stakeholder group but this is too broad.

To add a stakeholder, select the ‘Add a stakeholder’ link on the left hand corner of the WikiVOIS homepage.

‘Add a stakeholder’ link located here

WikiVOIS

Form Discussion

Read Edit View history Go Search

Form: Add a stakeholder

Enter the Stakeholder Name first. As you type the names of existing stakeholders will appear in a dropdown. This allows you to see current entries and avoid duplication.

NOTE: you will need at least a [basic account](#) to add new entries.

Stakeholder Name [edit]

Navigation

- Home
- About SROI
- Membership

Browse entries

- About entries
- Stakeholders
- Outcome Domains
- Outcomes
- Indicators
- Benchmarks
- Valuations

Add an entry

- About data entry
- 1. Add a stakeholder
- 2. Add an outcome
- 3. Add an indicator
- 4. Add a valuation

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You can then create a stakeholder entry by adding it to the 'Stakeholder Name- Create or Edit' box:

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Eweston My talk My preferences My contributions Log out

WikiVOIS Form Discussion

Read Edit View history Go Search

Form: Add a stakeholder

Enter the Stakeholder Name first. As you type the names of existing stakeholders will appear in a dropdown. This allows you to see current entries and avoid duplication.

NOTE: you will need at least a [basic account](#) to add new entries.

Stakeholder Name

Example 1 [Create or edit](#) [edit]

This page was last modified on 7 September 2012, at 13:52.
This page has been accessed 1,672 times.

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Add an entry

About data entry 1.Add a stakeholder 2.Add an outcome 3.Add an indicator 4.Add a valuation

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Insert the stakeholder name here and press 'Create'.

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WikiVOIS Special page

Create Add a stakeholder: Example 1

Moderation and Status (admin)

has been moderated?

Status

None Approved Unapproved

There are no further fields to complete for a stakeholder.
Click save below to save the stakeholder.

Reference

No explicit reference

[Save page](#) [Cancel](#)

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Add an entry

About data entry 1.Add a stakeholder 2.Add an outcome 3.Add an indicator 4.Add a valuation

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Once happy with your stakeholder page, select the 'Save Page' icon.

Outcomes

An outcome describes a change that stakeholders from a specific group have experienced as a result of an activity or organisation. Outcomes can be intended (i.e. an objective of the activity) or unintended, positive or negative. A clearly defined outcome heading make for a more useful entry. Outcome headings should state the change that has taken place instead of merely the subject of that change. For example, rather than 'confidence', the outcome heading would be 'change in confidence'.

The outcome description should directly correlate to the outcome heading. The addition of an outcome description is not essential but is beneficial to the effectiveness and understanding of the entry.

A chain of events refers to a series of changes that are experienced by a stakeholder group where one change leads to the next. For example, 'change in confidence' might lead to a stakeholder leaving their house more. This in turn might lead to them participating in more social activities and becoming less isolated. If the outcome is likely to be part of a chain of events, this should be indicated so that links to related outcomes can be added over time once more information is obtained.

Outcomes can be created in two ways; the first is by adding an outcome entry from a completed stakeholder page and the second is by selecting the 'Add an Outcome' option located on the homepage.

There are two ways to add outcomes:

1. Adding an outcome entry from a completed stakeholder page

The screenshot shows a web browser displaying the WikiVOIS website. At the top, there is a navigation bar with links for Home, About SROI, Membership, and various stakeholder-related categories like Stakeholders, Outcome Domains, Outcomes, Indicators, Benchmarks, and Valuations. Below the navigation, there is a sidebar with links for Add an entry, About data entry, and a 'Donate' button. The main content area is titled 'Example 1' and shows a form to 'Associate new/existing Outcome'. It includes a text input field labeled 'Enter outcome name' and a 'Go' button. Below this, there is a category box labeled 'Category: Stakeholders'. At the bottom of the page, there is a note about the last edit date and links for Privacy policy, About The SROI Network VOIS Database, and Disclaimers. The footer contains logos for MediaWiki and the SROI Network.

2. Adding an outcome via the 'Add an outcome' option

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WikiVOIS

Form Discussion Read Edit View history Go Search

Form: Add an outcome

Enter the phrase/name of the change experienced by the stakeholder. Outcomes should describe the change that has taken place by specific stakeholders. Avoid beginning titles with general terms, such as 'increase in' or 'change in' for clearer understanding.

NOTE: you will need at least a [basic account](#) to add new entries.

Outcome Name [\[edit\]](#)

Enter the change experienced by the stakeholder. The proposed protocol is to start with the change rather than words like increase in, more of, change in etc. Unless the outcome is general the title should specify the group of people or organisation. "Enter the phrase/name of the change experienced by the stakeholder. Outcomes should describe the change that has taken place by specific stakeholders. Avoid beginning titles with general terms, such as 'increase in' or 'change in' for clearer understanding."

Outcome Example 1 [Create or edit](#)

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This page has been accessed 3,490 times.
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Add an entry About data entry 1.Add a stakeholder 2.Add an outcome 3.Add an indicator 4.Add a valuation

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After adding the outcome name, this screen will be seen:

Edit Add an outcome: Outcome Example 1

[Save page](#) [Cancel](#)

fields

Moderation and Status (admin)

has been moderated?

Status

None Approved Unapproved

Related Stakeholder(s) *

The Outcome being added has affected one or more stakeholders. These can be associated via selecting the appropriate stakeholders from the existing list below.

<input type="checkbox"/> Artists	<input type="checkbox"/> Benefits Agency, Jobcentre Plus and DWP	<input type="checkbox"/> Carers
<input type="checkbox"/> Children	<input type="checkbox"/> Children (11-16 year olds)	<input type="checkbox"/> Disabled People
<input type="checkbox"/> Economic and community regeneration services	<input type="checkbox"/> Education Authorities, schools and universities	<input type="checkbox"/> Employees/staff
<input type="checkbox"/> Arts, Culture, Sports and Recreation	<input type="checkbox"/> Conservation of the Natural Environment and Climate Change	<input type="checkbox"/> Crime and Safety

Within Outcome Domain(s) *

An Outcome can be linked to more than one Outcome Domain e.g. the Outcome 'Access to public transport' is associated with three Outcome Domains, which are 'Local and National Outcomes,' 'Well-Being (Change In)' and 'Access Resources (change to). If unsure as to which Outcome Domains an Outcome should be connected with, look back at selected Stakeholders for context.

This is where you can select different types of stakeholders by selecting the tick boxes next to the stakeholder titles.

An Outcome can be linked to more than one Outcome Domain e.g. the Outcome 'Access to public transport' is associated with three Outcome Domains, which are 'Local and National Outcomes', 'Well-Being (Change In) and 'Access Resources (change to). If unsure as to which Outcome Domains an Outcome should be connected with, look back at selected Stakeholders for context.



Entering an Outcome Description improves the validity of the entry. It helps for greater understanding and a more reliable entry. A longer description is not required, however it is highly recommended.

Outcome Description

A longer description of the Outcome if required.

Outcomes are generally part of a chain, one thing leads to another. The method is to leave outcomes undefined as to whether they are leading, intermediate or final since this will vary. This field allows you to set out the chain or sequence of events in which the specific outcome occurs.

Chain of Events

This field allows you to set out the chain or sequence of events in which the specific Outcome occurs.

After clicking 'Save' the finished outcome page will appear:

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WikiVOIS

Page Discussion Read Edit View history Go Search

< Browse all Outcomes  The economy Edit Rename Delete

A>B Outcome Example 1 Well-being (internal) (change in)

Entry Status: Incomplete Last edit: 26 Sept 2012 at 09:07 by Eweston

Navigation

- Home
- About SROI
- Membership

Browse entries

- About entries
- Stakeholders
- Outcome Domains
- Outcomes
- Indicators
- Benchmarks
- Valuations

Add an entry

- About data entry
- 1. Add a stakeholder
- 2. Add an outcome
- 3. Add an indicator
- 4. Add a valuation

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Outcome Description

Chain of Events

Associate new Indicator Enter indicator name Go **Associate new Valuation** Enter valuation name Go

Rate

How useful was this entry (1-Least, 5-Most) ?

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
0	0	0	0	0

Total votes: 0 (since 09:07, 26 September 2012).

Did you use this information ?

<input type="radio"/> Yes	<input type="radio"/> No
0	0

Total votes: 0 (since 09:07, 26 September 2012).

Indicators

An indicator is a measure that indicates whether an outcome has been achieved. Indicators should state what it is that is being measured without reference to scale or unit of measurement, such as 'number of' or 'level of'. For example, instead of 'level of emissions of greenhouse gases', a more suitable indicator would be 'emissions of greenhouse gases'.

The screenshot shows a web-based application for managing SROI indicators. On the left, there's a navigation sidebar with links like Home, About SROI, Membership, Browse entries, and Add an entry. Below these are links for data entry: Add a stakeholder, Add an outcome, Add an indicator, and Add a valuation. There's also a link to Donate to WikiSROI and a 'Find out more' button. The main content area is titled 'Indicator' and shows a specific entry for 'Emissions of greenhouse gases'. At the top of this entry is a box containing 'A>B Greenhouse gas emissions (change in)'. The entry itself has a green header bar with the title 'B? Emissions of greenhouse gases'. To the right of the title, it says 'Entry Status: Incomplete' and 'Last edit: 15 Feb 2012 at 23:49 by Admin'. The entry content is organized into sections: 'Description of Indicator', 'Indicator Type' (set to 'Subjective'), 'Content' ('"Researched"'), 'Measurement Method' ('Estimates of greenhouse gases avoided due to the project. As before, disaggregate by type of greenhouse gas wherever possible.'), 'Relevant Information' ('When attaching a proxy, note that the value will vary by type of gas emitted and source. Impact of greenhouse gases varies significantly. Wherever possible, disaggregate by type of greenhouse gas.'), and 'Data Source' ('Based on DECC: A brief guide to the new carbon values and their use in economic appraisal here'). A vertical blue bar on the right side of the page has an upward-pointing arrow icon.

There is no limit to the number of indicators that can be used for an outcome. More than one indicator can be used for each outcome. The indicator must use credible data or measurement tools that are relevant to stakeholders. Existing data and measurement tools can be used for both evaluative and forecast analyses.

There are two ways to add indicators:

1. Adding an indicator entry from a completed outcome page

The screenshot shows a web browser displaying a page titled "Outcome Example 1" under the "Outcomes" category. At the top, there are navigation links for "Page", "Discussion", "Read", "Edit", "View history", "Go", and "Search". Below the title, there are sections for "Outcome Description" and "Chain of Events". On the right side, there is a link to "Well-being (internal) (change in)". Below these sections, there are two buttons: "Associate new Indicator" and "Associate new Valuation". Under the "Associate new Indicator" button, there is a search bar with the placeholder "Indicator Example 1" and a "Go" button. To the right of this, there is another search bar with the placeholder "Enter valuation name" and a "Go" button. At the bottom of the page, there is a "Rate" section with two rating scales: "How useful was this entry (1-Least, 5-Most)" and "Did you use this information?". Both scales have five options (1, 2, 3, 4, 5 or Yes, No) with a central zero point. Below each scale, it says "Total votes: 0 (since 09/07, 26 September 2012)". A "Category: Outcomes" box is also present. The left sidebar contains a "Navigation" menu with links like Home, About SROI, Membership, Browse entries, and Add an entry.

2. Adding an indicator via the 'Add an indicator' option

The screenshot shows a web browser displaying a page titled "Form: Add an indicator". At the top, there are navigation links for "Page", "Discussion", "Read", "Edit", "View history", "Go", and "Search". Below the title, there is a section titled "Indicator Name" with a note: "Enter the phrase/name of the Indicator. An Indicator is a measure which allows progress towards an Outcome to be tracked. Avoid beginning titles with general terms, such as 'increase in' or 'change in' for clearer understanding." There is a note below stating: "NOTE: you will need at least a basic account to add new entries." A search bar with the placeholder "Indicator Example 1" and a "Create or edit" button are present. At the bottom of the page, there is a note: "This page was last modified on 18 January 2013, at 15:51. This page has been accessed 3,376 times." The left sidebar contains a "Navigation" menu with links like Home, About SROI, Membership, Browse entries, and Add an entry.

Each of these options will then direct you to this page:

This is where you can link an indicator to more than one outcome by selecting the tick boxes next to the outcome titles. A description can then be added regarding the indicator and any information relating to it i.e. the measurement tool/data being used.

Navigation

- [Home](#)
- [About SROI](#)
- [Membership](#)

Browse entries

- [About entries](#)
- [Stakeholders](#)
- [Outcome Domains](#)
- [Outcomes](#)
- [Indicators](#)
- [Benchmarks](#)
- [Valuations](#)

Add an entry

- [About data entry](#)
- [1 Add a stakeholder](#)
- [2 Add an outcome](#)
- [3 Add an indicator](#)
- [4 Add a valuation](#)

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Edit Add an indicator: Indicator Example 1

[Save page](#) [Cancel](#)

fields

Moderation and Status (admin)

has been moderated?

Status

None Approved Unapproved

Related Outcomes *

An added Indicator can be associated with one or more Outcome. These can be associated via selecting the appropriate Outcomes from the existing list below.

<input type="checkbox"/> 'disamenity costs' of landfill (change in)	<input checked="" type="checkbox"/> Ability to close cases due to reduction in ASB and criminal activity	<input type="checkbox"/> Ability to manage disability (change in)
<input type="checkbox"/> Ability to manage money (change in)	<input type="checkbox"/> Ability to think clearly (change in)	<input type="checkbox"/> Access to accommodation (change in)
<input type="checkbox"/> Access to credit (change in)	<input type="checkbox"/> Access to credit facilities (change in)	<input type="checkbox"/> Access to forests & woodlands for recreation (change in)
<input type="checkbox"/> Access to home (change in)	<input type="checkbox"/> Access to key services (change in)	<input type="checkbox"/> Access to local shops and services (change in)

Description Of Indicator

It may be useful to add more information on some Indicators, for example URL links to examples or to references.

Entering an Indicator Description improves the validity of the entry. It helps for greater understanding and a more reliable entry. It may be useful to add more information on some indicators, for example URL links to examples or references. A longer description is not required, however it is highly recommended.

Description Of Indicator

It may be useful to add more information on some Indicators, for example URL links to examples or to references.

An Indicator can be described in one of two ways; as subjective or objective. Subjective is based on stakeholders self-reporting i.e. through surveys or interviews. Objective is based upon observed behaviour. It is important to decipher the indicator type.

Indicator Type

An Indicator can be described in one of two ways; as subjective or objective. Subjective is based on stakeholders self-reporting i.e. through surveys or interviews. Objective is based upon observed behaviour.

The context describes where the specific calculation was used and by whom.

Context

Enter more detail describing where the specific calculation was used and by whom.

An Indicator might require more information on how data is collected in relation to the use of specific tools to provide the calculation.

Measurement Method

An indicator may require more information on how data is collected in practice especially in relation to the use of specific tools.

Additional information can be added relating to the Indicator here.

Relevant Information

Additional information can be added relating to the Indicator here.

Enter the source for which the Indicator is calculated providing a URL link where possible. Recording the source of the Indicator reinforces its legitimacy and is a point of reference for future users of the entry.

Data Source

Enter the source for which the Indicator is calculated providing a URL link where possible.

Once all of the relevant information has been added and the entry has been saved, the finished entry will look similar to this

A>B Freeing up resources associated with the costs of heavy drinking and alcoholism

B? Number of emergency A&E admissions due to alcohol

Entry Status: Incomplete
Last edit: 15 Feb 2012 at 23:49 by Admin

Description of Indicator

Indicator Type

Subjective

Content

"N/A"

Measurement Method

"Consider using scales such as the Alcohol Dependence Scale http://medicine.yale.edu/intmed/vacs/Images/Alcohol_Dependence_Scale_tcm75-4203.pdf or the Alcohol Star to capture wider outcomes relating to Alcohol Dependence <http://www.outcomesstar.org.uk/alcohol-star/> NHS data would be required also."

Relevant Information

"None identified as yet"

Data Source

"Moray Women's Aid, report not published"

Valuations

Valuation assigns a monetary value to outcomes that do not necessarily have a market price. Valuation entries should state clearly how the author has valued an outcome and refer to any sources used. The more detail given, the more useful the entry will be.

There are two ways to add indicators:

1. Adding an valuation entry from a completed outcome page

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WikiVOIS

Navigation

Home About SROI Membership

Browse entries

About entries Stakeholders Outcome Domains Outcomes Indicators Benchmarks Valuations

Add an entry

About data entry 1.Add a stakeholder 2.Add an outcome 3.Add an indicator 4.Add a valuation

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Category: Outcomes

This page was last modified on 26 September 2012, at 09:07.
This page has been accessed 4 times.

Page Discussion Read Edit View history Go Search

< Browse all Outcomes

The economy

A>B Outcome Example 1

Entry Status: Incomplete Last edit: 26 Sept 2012 at 09:07 by Eweston

Associate new Indicator Associate new Valuation

Enter indicator name Go Valuation Example 1 Go

Rate

How useful was this entry (1-Least, 5-Most) ?

<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
0	0	0	0	0

Total votes: 0 (since 09:07, 26 September 2012).

Did you use this information ?

<input type="radio"/> Yes	<input type="radio"/> No
0	0

Total votes: 0 (since 09:07, 26 September 2012).

2. Adding a valuation via the 'Add a valuation' option

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WikiVOIS

Navigation

Home About SROI Membership

Browse entries

About entries Stakeholders Outcome Domains Outcomes Indicators Benchmarks Valuations

Add an entry

About data entry 1.Add a stakeholder 2.Add an outcome 3.Add an indicator 4.Add a valuation

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This page was last modified on 18 January 2013, at 15:56.
This page has been accessed 3,796 times.

Form Discussion Read Edit View history Go Search

Form: Add a valuation

Enter the phrase/name of the Valuation. Valuation is a process that assesses relative importance. Financial measures are used as a proxy for the value. Sometimes these proxies will relate to actual amounts of money but this is not necessary. Avoid beginning titles with general terms, such as 'increase in' or 'change in' for clearer understanding.

NOTE: you will need at least a basic account to add new entries.

Valuation Name [edit]

The name of the Valuation being added.

Valuation Example 1 Create or edit

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Each of these options will then direct you to this page:

This is where you can link a valuation to more than one outcome by selecting from the drop down menu.

WikiVOIS Special page

Create Add a valuation: Valuation Example 1

Save page Cancel

fields

Related Outcomes *
A Valuation can be associated with one or more Outcome by selecting the appropriate outcomes from the existing list below
[Add another outcome](#)

Description of financial proxy
Enter information relating to the purpose of the Valuation and the desired audience.

Valuation Context
Enter information relating to the purpose of the Valuation and the desired audience.

Navigation

- Home
- About SROI
- Membership

Browse entries

- About entries
- Stakeholders
- Outcome Domains
- Outcomes
- Indicators
- Benchmarks
- Valuations

Add an entry

- About data entry
- 1. Add a stakeholder
- 2. Add an outcome
- 3. Add an indicator
- 4. Add a valuation

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Financial proxies are used to estimate the social value of non -traded goods to different stakeholders. Two different stakeholders will have different perceptions of the value. By estimating this value, we arrive at an estimate of the total social value.

Description of financial proxy

Enter information relating to the purpose of the Valuation and the desired audience.

Enter any information relating to the purpose of the Valuation and the desired audience.

Valuation Context

Enter information relating to the purpose of the Valuation and the desired audience.

The value should refer to the value of the outcome per person or per incident

Value

The amount in currency

The '*Valuation Technique*' refers to the way in which the valuation is to be calculated. There are a variety of options that can be selected in relation to the valuation.

- **Revealed preference** techniques reveal values from the prices of related market-traded goods and the way in which people spend their money.
- **Stated preference- contingent valuation** is a direct question to how stakeholders value things in relation to others. This approach assesses people's willingness to pay.
- **Subjective wellbeing** assesses the impact of non-market goods on people's life satisfaction as reported in surveys.
- **Cost or income** refers to the valuation.
- **Potential cost saving** is similar to cost or income but deals with the amount of money that could be saved from a particular method or action.

Valuation Technique

Revealed preference
Stated preference - contingent valuation - willingness to pay
Stated preference - contingent valuation - willingness to avoid
Stated preference - choice modelling
Subjective wellbeing
Cost or income
Potential cost saving or value of resources reallocated other or not known

Enter the source for the Valuation providing a URL link where possible. Recording the source of the Valuation reinforces its legitimacy and is a point of reference for future users of the entry.

Valuation Source

Enter the source for the Valuation providing a URL link where possible.

Additional information can be added relating to the valuation here.

Relevant Info

Additional information relating to the Valuation here.



Enter the source for the valuation providing a URL link where possible. Recording the source of the indicator reinforces its legitimacy and is a point of reference for future users of the entry.

Report Source

A link to a report where the Valuation was used.



The 'Country' refers to where the article/publication was published.

This is a simple drop down menu with a range of options available.

Country
United Kingdom
Afghanistan
Åland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas

The '*Date (year)*' is the year in which the article/publication was published.

Enter the source for the Valuation providing a URL link where possible. Recording the source of the Valuation reinforces its legitimacy and is a point of reference for future users of the entry.

Date (year)

Data Source

Reference

No explicit reference ▾

[Save page](#) [Cancel](#)

Completed Entry

This is an example of a completed entry after these guidelines have been followed:

WikiVOIS [Page](#) [Discussion](#) [Read](#) [Edit](#) [Go](#) [Search](#)

< Browse all Outcomes [Outcome](#) [A>B Crime and offending \(change in\)](#)

A>B Offending (young people) (change in) Entry Status: Incomplete Last edit: 31 Oct 2012 at 11:11 by Eweston

Outcome Description
Chain of Events
Yes - youth offending leads to a high risk of re-offending later in life, which can be thus reduced. It is also related to early childhood and youth experiences.
Level of reoffending by ex-prisoners (change in)

B7 Level of contact with criminal justice system

Indicator Type
Objective
Content
"N/A"

ESE Offender Management Team per offender (over 18)

Description of financial proxy
A valuation taken from the "Troubled Families Cost Database" compiled by [New Economy](#) for Greater Manchester City Council (United Kingdom)

Valuation Technique
Cost or income

B7 Level of pro-social behaviour

Indicator Type
Objective
Content
"N/A"

ESE Offender Management Team per offender (under 18)

Description of financial proxy
A valuation taken from the "Troubled Families Cost Database" compiled by [New Economy](#) for Greater Manchester City Council (United Kingdom)

Valuation Technique
Cost or income

With these guidelines a full WikiVOIS entry can be achieved with the correct practices adhered to.