

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

The screenshot shows the WikiVOIS interface. At the top, it says 'Provided by The SROI Network' and includes user links like 'Ewston', 'My talk', 'My preferences', 'My contributions', and 'Log out'. The main heading is 'Form: Add a stakeholder'. Below this, there is a text box for 'Stakeholder Name' and a 'Create or edit' button. A note states: '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.' The left sidebar contains a navigation menu with 'Add a stakeholder' highlighted. At the bottom, there are links for 'Privacy policy', 'About The SROI Network', 'VOIS Database', and 'Disclaimers', along with 'Powered by MediaWiki' and 'Powered by Semantic MediaWiki' logos.

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

Provided by **The SROI Network** Ewston My talk My preferences My contributions Log out

WikiVOIS Form Discussion Read Edit View history

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]

This page was last modified on 7 September 2012, at 13:52.
This page has been accessed 1,672 times.
[Privacy policy](#) [About The SROI Network VOIS Database](#) [Disclaimers](#)

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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'.

Provided by **The SROI Network** Ewston My talk My preferences My contributions Log out

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

[Privacy policy](#) [About The SROI Network VOIS Database](#) [Disclaimers](#)

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Add an entry

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

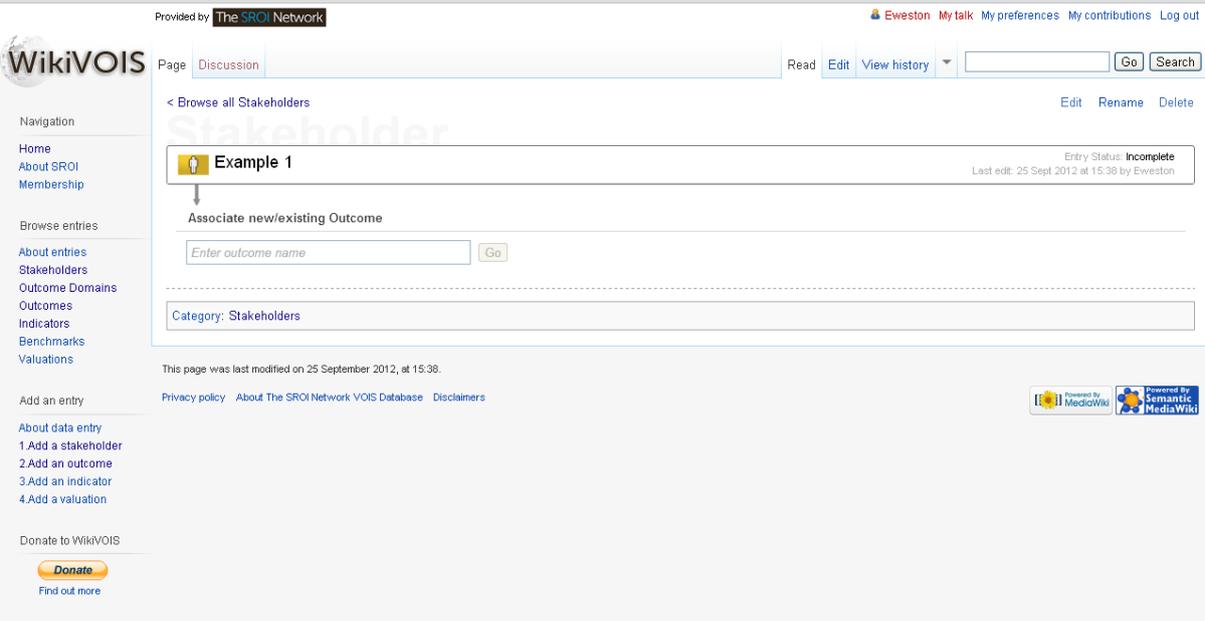
The outcome description should directly correlate to the outcome heading. The addition of an outcome description is not essential but is beneficial to the effectiveness and understanding of the entry.

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 van 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 selected 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 displays the WikiVOIS interface. At the top, it says 'Provided by The SROI Network' and includes user links for 'Ewston', 'My talk', 'My preferences', 'My contributions', and 'Log out'. The main header shows 'WikiVOIS' and a search bar. The left sidebar contains navigation links: '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', and 'Donate to WikiVOIS' with a 'Donate' button and 'Find out more' link.

The main content area shows a page titled 'Stakeholder' with a sub-page 'Example 1'. Below the title, there is a form to 'Associate new/existing Outcome'. The form includes a text input field labeled 'Enter outcome name' with a 'Go' button next to it. Below the form, there is a 'Category: Stakeholders' field. The page footer indicates 'This page was last modified on 25 September 2012, at 15:38.' and includes logos for 'Powered by MediaWiki' and 'Powered by Semantic MediaWiki'.

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

The screenshot shows the WikiVOIS 'Form: Add an outcome' page. At the top, it says 'Provided by The SROI Network' and has user links for 'Eweston', 'My talk', 'My preferences', 'My contributions', and 'Log out'. The page title is 'Form: Add an outcome' and it has tabs for 'Form' and 'Discussion'. Below the title, there is a text input field for the outcome name, with a 'Create or edit' button. A note states: 'NOTE: you will need at least a basic account to add new entries.' The page also includes a navigation sidebar on the left with links like 'Home', 'About SROI', 'Membership', 'Browse entries', 'About entries', 'Stakeholders', 'Outcome Domains', 'Outcomes', 'Indicators', 'Benchmarks', and 'Valuations'. At the bottom, there are 'Add an entry' and 'About data entry' sections, and a 'Donate to WikiVOIS' button.

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

The screenshot shows the 'Edit Add an outcome: Outcome Example 1' page. It has a 'Save page' button and a 'Cancel' link. The page is divided into several sections: 'Moderation and Status (admin)' with a checkbox for 'has been moderated?' and radio buttons for 'None', 'Approved', and 'Unapproved' (selected); 'Related Stakeholder(s) *' with a list of stakeholder categories and checkboxes; and 'Within Outcome Domain(s) *' with a list of outcome domains and checkboxes. The stakeholder categories include Artists, Benefits Agency, Jobcentre Plus and DWP, Carers, Children, Children (11-16 year olds), Disabled People, Economic and community regeneration services, Education Authorities, schools and universities, and Employees/staff. The outcome domains include Arts, Culture, Sports and Recreation, Conservation of the Natural Environment and Climate Change, and Crime and Safety.

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.

The screenshot shows a web interface for managing outcomes. At the top, there is a navigation menu with a link to '< Browse all Outcomes'. Below this, a tree structure shows the following hierarchy: 'Individuals' (with a person icon) leads to 'Local and national economic outcomes (change to)', which then branches into 'Well-being (change in)' and 'Access resources (change to)'. The main content area displays the details for the outcome 'A>B Access to public transport (change in)'. The 'Entry Status' is 'Incomplete' and it was last edited on 15 Feb 2012 at 23:46 by Admin. The 'Outcome Description' field is empty, and the 'Chain of Events' is set to 'No'. Below the main outcome card, there are two indicator cards. The first is 'B? Cost of public transport' with 'Indicator Type' 'Subjective' and 'Content' 'N/A'. The second is 'B? The ability to access essential services via public transport' with 'Indicator Type' 'Subjective' and 'Content' 'N/A'. To the right of these indicators is a form to 'Associate new Valuation' with an input field for 'Enter valuation name' and a 'Go' button.

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

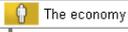
This field allows you to set out the chain or sequence of events in which the specific Outcome occurs.

After clicking 'Save' the finished out come page will appear:

Provided by **The SROI Network** Eweston My talk My preferences My contributions Log out

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

< Browse all Outcomes [Edit](#) [Rename](#) [Delete](#)

 The economy  Well-being (internal) (change in)

Outcome Example 1 Entry Status: **Incomplete**
Last edit: 26 Sept 2012 at 09:07 by Eweston

Outcome Description
Chain of Events

↓ ↓

Associate new Indicator **Associate new Valuation**

[Go](#) [Go](#)

Rate

<p>How useful was this entry (1-Least, 5-Most) ?</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p> <p><input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/></p> <p>Total votes: 0 (since 09:07, 26 September 2012).</p>	<p>Did you use this information ?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="text" value="0"/> <input type="text" value="0"/></p> <p>Total votes: 0 (since 09:07, 26 September 2012).</p>
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Back to WikiVOIS

There are two ways to add indicators:

1. Adding an indicator entry from a completed outcome page

The screenshot shows the WikiVOIS interface for an outcome page titled "Outcome Example 1". The page is part of the "The SROI Network" and is currently in "Discussion" mode. The outcome is "Well-being (internal) (change in)". Below the outcome description, there are two main sections: "Associate new Indicator" and "Associate new Valuation". The "Associate new Indicator" section has a text input field containing "Indicator Example 1" and a "Go" button. The "Associate new Valuation" section has a text input field for "Enter valuation name" and a "Go" button. Below these sections is a "Rate" section with two surveys: "How useful was this entry (1-Least, 5-Most)?" and "Did you use this information?". The "How useful" survey has five radio buttons (1-5) and a "Total votes: 0" label. The "Did you use this information?" survey has two radio buttons (Yes/No) and a "Total votes: 0" label. At the bottom, there is a "Category: Outcomes" field and a "Donate" button.

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

The screenshot shows the WikiVOIS interface for the "Form: Add an indicator" page. The page is part of the "The SROI Network" and is currently in "Discussion" mode. The main heading is "Form: Add an indicator". Below the heading, there is a text input field for "Indicator Name" containing "Indicator Example 1" and a "Create or edit" button. The page includes instructions: "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 also a note: "NOTE: you will need at least a basic account to add new entries." At the bottom, there are links for "Privacy policy", "About The SROI Network VOIS Database", and "Disclaimers". There are also logos for "Powered By MediaWiki" and "Powered By Semantic MediaWiki".

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.

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 be 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	Indicator
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

The screenshot shows the WikiVOIS interface for an 'Outcome' page titled 'Outcome Example 1'. The page is part of 'The SROI Network'. At the top, there are navigation links for 'Eweston', 'My talk', 'My preferences', 'My contributions', and 'Log out'. Below the page title, there are options to 'Read', 'Edit', and 'View history'. The main content area shows the outcome description and a 'Chain of Events' diagram. Below the diagram, there are two options: 'Associate new Indicator' and 'Associate new Valuation'. The 'Associate new Valuation' option is highlighted, with a text input field containing 'Valuation Example 1' and a 'Go' button. Below this, there are two feedback sections: 'How useful was this entry (1-Least, 5-Most)?' and 'Did you use this information?'. The 'How useful' section has radio buttons for ratings 1 through 5, and the 'Did you use this information?' section has radio buttons for 'Yes' and 'No'. At the bottom, there is a 'Category: Outcomes' field and a 'Donate' button.

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

The screenshot shows the WikiVOIS interface for the 'Form: Add a valuation' page. The page is part of 'The SROI Network'. At the top, there are navigation links for 'Eweston', 'My talk', 'My preferences', 'My contributions', and 'Log out'. Below the page title, there are options to 'Read', 'Edit', and 'View history'. The main content area contains instructions for adding a valuation, including a note that a 'basic account' is required. Below the instructions, there is a 'Valuation Name' field with the text 'Valuation Example 1' and a 'Create or edit' button. At the bottom, there are links for 'Privacy policy', 'About The SROI Network VOIS Database', and 'Disclaimers'. There are also logos for 'Powered by MediaWiki' and 'Powered by Semantic MediaWiki'.

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

fields

Related Outcomes *
A Valuation can be associated with one or more Outcome by selecting the appropriate outcomes from the existing list below.

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.

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) <input type="text"/>
Data Source <input type="text"/>
Reference <input type="text" value="No explicit reference"/>
<input type="button" value="Save page"/> <input type="button" value="Cancel"/>

Completed Entry

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

The screenshot shows a WikiVOIS entry for "Offending (young people) (change in)". The page includes a navigation sidebar on the left with links like "Home", "About SROI", and "Membership". The main content area features a breadcrumb trail: "< Browse all Outcomes" > "Young people" > "Offending (young people) (change in)". The entry status is "Incomplete" and the last edit was on 31 Oct 2012. The "Outcome Description" is "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." Below this, there are two indicators: "Level of contact with criminal justice system" and "Level of pro-social behaviour", both with "N/A" content. To the right, there are two financial proxy indicators: "Offender Management Team per offender (over 18)" and "Offender Management Team per offender (under 18)", both with descriptions and valuation techniques.

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