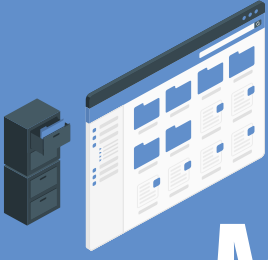


AVIG Data Collection System



Getting started Manager Guide

1

Contact AVIG

AVIGuk will support your organisation to obtain approval from Information Governance, with training on the use of the DCS for practitioners, and data management for managers.

Contact the DCS team at dcс@videointeractionguidance.net.

2

Information Governance

Organisations have different information governance requirements to ensure their client data is protected. AVIGuk will help you to meet those requirements, including completing forms and meeting with IG teams. Our data policy, DPIA assessment, our data processing agreement with Kobo and client consent forms are all available on the DCS webpages.

3

Sign up for a Kobo account

Managers need to have a Kobo account for their service's data to be shared with them. Accounts should be created on Kobo's EU server: <https://eu.kobotoolbox.org/accounts/signup/>.

4

Complete Training

AVIGuk provides self-guided training on DCS use through the learning platform. There are also online workshops held throughout the year. Our training covers important information on data security and how to manage your data effectively to support your practitioners and service evaluations.