



INFORMATION SYSTEMS STRATEGY GROUP

Held: Thursday 7th May 2009 2.00 p.m.

Phoenix House Conference Room

Minutes

Present:	Apologies:
Anne-Louise Schofield (<i>Chair</i>) ALS Norfolk DAAT	Andrew Cleveland
James Fullam JF Norfolk DAAT	Denise Hockridge
Allan Cooper AC TADS Norwich	Jacqui Westrop
Claire Stone CS The Matthew Project	
Sarah Nunn SN NORCAS, Norwich	
Veronica Nelhams (<i>Mins</i>) VN Norfolk DAAT	

Item	Subject
1.	<p>Apologies for absence and introductions</p> <p>ALS welcomed everyone to the meeting and apologies received were as shown above.</p>
2.	<p>Minutes of meeting held on 5th March 2009 and matters arising (including confirmation of any part of the minutes exempt under the FOI act)</p> <p>The Minutes were accepted as a true and accurate record of the meeting on 5th March.</p> <p>There were no matters arising.</p>
3.	<p>Update from MUSE Regional Analysts Forum</p> <p>JF updated the group on information received from the last Regional Analysts Forum and that Norfolk were now 2nd in the region for the input of review TOPS; the Eastern Region were the best region in the country for Exit TOPS.</p> <p>JF also told the group confidentially that the NTA were about to abolish the 12 weeks timeframe for Review TOPS and that providers would then be able to tie Review TOPS in with Care Plan Reviews.</p> <p>SN thought that these Reviews could be used more therapeutically.</p> <p>JF was not sure when this change would take place but the NTA were currently working on the guidance.</p> <p>JF said that Norfolk were very poor in Harm Reduction and that this should be checked at Care Plan Review.</p> <p>CS said that some fields were very limited in the way they could be used and were in some</p>

	<p>instances unanswerable.</p> <p>With regard to safeguarding children JF said that Norfolk needed to get better on parental status.</p> <p>JF also told the group that the NTA would be holding NDTMS training events on a regular basis for new starts and as refreshers.</p>
<p>4.</p>	<p>Partnership and Agency Performance</p> <ul style="list-style-type: none"> ➤ PANDA JF distributed the latest PANDA to those members of the group attending and the format now included numbers pertaining to the months which the group had asked for. The group felt that this made things clearer and JF said that he would send out the data electronically. JF also pointed out that KPI measures were on the increase. AC asked about Regional planned discharges and JF said that in the light of new guidance it was anticipated that planned discharges in the Region will go down but not noticeably. ➤ TOP – Care Co-Ordination Form Implementation The providers agreed that the general feedback on the form was positive although administrators had mentioned that some files were coming over without the forms. CS said that she felt that this was part of the learning process and would improve as people got more familiar with the system. AC said that Rehab providers were not necessarily completing TOPS and Jocelyn Pike has written to all Rehab providers used by Norfolk NHS to remind them that this is part of the process. ALS suggested that the group identify Rehab providers who are not completing TOPs and report them individually to JP as there needed to be more monitoring of Tier 4. <p>Action: JF to email PANDA to group.</p>
<p>5.</p>	<p>Terms of Reference Review</p> <p>The Group agreed that ALS could carry out a general update on the Terms of Reference; to erase the last 2 points of Aims & Objectives and to re-word point 3. membership also to be updated.</p> <p>The Group felt that meetings should continue in their current format.</p> <p>Action: ALS to update Terms of Reference and distribute to group.</p>
<p>6.</p>	<p>Treatment Plan actions for the Group</p> <p>ALS distributed a copy of the actions agreed in the Treatment Plan for the group which it was felt were already in place and on-going.</p> <p>Improvements were to be made certain fields on NDTMS and JF agreed to check the status of 3 of these fields at the current time. Fields for improvement are:-</p> <p>Ethnicity – Parental Status – Full Postcode – Housing Status</p> <p>Action: JF to check status of Ethnicity; full Postcode; Housing Status fields and report back to the group.</p>
<p>7.</p>	<p>Feedback from ISAG</p> <p>JF said that generally the feedback from the administrators was good and that managers had taken responsibility to feedback to keyworkers. However, some administrators felt that IT providers were overly optimistic.</p>

	<p>SN said that so far ILLY were ok.</p> <p>CS said that there were problems on the YPs side as there were more changes in Dataset F for under 18s. More dialogue was needed with Halo especially with the new service coming on board.</p> <p>AC said that Strand the TADS provider had delivered Dataset F at the last minute.</p> <p>CS said that Halo had put Dataset F in place early so Matthew Project was reporting with this dataset prior to April and the NDTMS were ignoring the extra fields.</p>
8.	<p>Update of Agency Systems</p> <p>As above.</p>
9.	<p>Any Other Business</p> <p>JF showed the group the performance template that would be used for NTA/DAAT reporting next year.</p>
10.	<p>Date, time and venue of next meeting</p> <p>The next meeting will be 25th June 2009 2.00 p.m. at Phoenix House.</p>

Copies of Minutes and papers can be obtained from:-

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