



INFORMATION SYSTEMS STRATEGY GROUP

Held: 13th March 2008 2.00 p.m.

Phoenix House Conference Room

Minutes

Present:			Apologies:
Catherine McWalter (<i>Chair</i>)	CM	Norfolk DAAT	Rick Andrews
Allan Cooper	AC	TADS Norwich	Claire Stone
Sarah Nunn	SN	Norcas, Norwich	Denise Hockridge
Andrew Cleveland	AC	Norcas, Gt Yarmouth	
Mark Adeney	MA	CADS	
Jacqui Westrop	JW	DIP	
Veronica Nelhams (<i>Mins</i>)	VN	Norfolk DAAT	

Item	Subject
1.	<p>Apologies for absence and introductions</p> <p>CM welcomed everyone to the meeting and apologies were as shown above.</p>
2.	<p>Minutes of meeting held on 17th January 2008 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 13th March 2008.</p> <p>KH had forwarded the e-mail from Irene Cameron which clarified the red and amber submission quality ratings to the group on 22nd January 2008.</p> <p>CM advised that KH had used the NTA tool to ascertain the initial and draft percentage targets for treatment for the 2008/09 treatment plan - an increase of 6% on the target for crack/opiate users in effective treatment and 4% for adult drug users in effective treatment based on assumptions re. the 2007/08 figures. These percentages had been submitted to the NTA but it was not yet known whether they were acceptable.</p> <p>It was understood that the crack/opiate user target would include under 18s but the 'all adults' target would not include under 18s.</p> <p>CM said that – having checked with KH – the NTA had not clarified whether a client would appear in the number of completed TOP forms column of the exception report if they had had a TOP form completed in an agency other than the one being reported. CM also said that an agency would have to do some detective work if it wanted to see if a client had had a TOP form completed – i.e. using a client identifier to check</p> <p>AC suggested that it would be a good idea for an exceptions report for the whole of Norfolk to be run for comparison and this would make it easier to identify where a TOP form should have been completed. CM and LP said that they would ask the NTA if this was a possibility.</p>

	<p>Action: LP to ask RDHIU if they could supply a TOP exceptions report for the whole of Norfolk.</p>
3.	<p>Modality Data Audit</p> <p>LP passed round to the group a copy of the presentation given by KH to the Young People's Implementation Group which she felt explained numbers in treatment and retention more clearly.</p> <p>All attendees at the meeting felt that the modality data audit was going well apart from TADS who still had a number of other problems. However, Allan Cooper said that they were slowly making progress.</p> <p>LP showed a report on the modality data audit and agreed to distribute to the group. There was some confusion about the numbers increasing after work had been done on modalities and it was thought that the report was done on the same day as the upload and had not subtracted the updated information. LP agreed to ask Paul Tansley why numbers seem to go up and down.</p> <p>Action: LP to distribute modality data audit report to the group and to ask Paul Tansley why there was variance in the numbers.</p>
4.	<p>Healthcare Commission/NTA Service Review</p> <p>CM asked the group whether they were managing to complete the questionnaire on diversity and Tier 4. Apart from the questionnaire not being very flexible there were no specific problems.</p>
5.	<p>ISAG Update from 14th February 2008</p> <p>LP advised that the review of the Tier 2 agenda was going well. She was currently talking to the agency administrators and would be reporting back to the managers. She had made appointments with most of the agencies and hoped that she would have time to visit TADS before she retired.</p> <p>CM said that there would be a Research and Information Officer gap as Katie Hammett was now Young People's Commissioning Officer and LP would be leaving on 4th April. Both vacancies had been advertised and CM asked the group to let anyone know who might be interested in either post.</p> <p>CM said that the drain on resources created by data collection, audits etc was brought up at TIG and will be brought to the attention of the JCG.</p>
6.	<p>Contract Reviews</p> <p>CM said that all the contract review dates were now in place. Full written reports will now only be required once a year. CM also said that other members of the DAAT team may be accompanying her and Carol Bowen to the review but Carol would check this was acceptable with the individual agencies prior to the review date.</p>
7.	<p>Any Other Business</p> <p>LP said that the Tier 2 data review she was carrying out was looking at what Tier 2 information the different agencies collect and she hoped that the DAAT dataset would be an aggregate of the data already collected.</p> <p>AC said that their new system maybe in place by late April or May.</p>
8.	<p>Date, time and venue of next meeting</p> <p>The next meeting was on 22nd May 2.00 p.m. at Phoenix House.</p>

Copies of Minutes and papers can be obtained from:-

Norfolk DAAT
Phoenix House
Hall Road
Norwich NR4 6DG
Tel: 01603 677577
Email: veronica.nelhams@norfolk.gov.uk