



INFORMATION SYSTEMS STRATEGY GROUP

Held: 15th January 2009 2.00 p.m.

Phoenix House Conference Room

Minutes

Present:	Apologies:
Anne-Louise Schofield (<i>Chair</i>) ALS Norfolk DAAT	Allan Cooper
James Fullam JF Norfolk DAAT	Carol Manning
Denise Hockridge DH TADS. Gt Yarmouth	Tracey Scarff
Andrew Cleveland ACI NORCAS, Gt Yarmouth	
Sarah Nunn SN NORCAS, Norwich	
Claire Stone CS The Matthew Project	
Nichola Myhill NM DIP	
Veronica Nelhams (<i>Mins</i>) VN Norfolk DAAT	

Item	Subject
1.	<p>Apologies for absence and introductions</p> <p>ALS introduced herself as the new JCO of the DAAT and Chair of the group. Apologies were shown as above.</p>
2.	<p>Minutes of meeting held on 13th November 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 November 2008. There were no matters arising and the action point had been completed.</p>
3.	<p>Issues arising from ISAG meeting held on 4th December 2008</p> <p>JF advised that the group that the main issue coming from the ISAG meeting was that some of the administrators did not feel supported by their line managers when they had to approach practitioners for information to input into the data systems.</p> <p>CS said that the Matthew Project had now put in systems where she could bypass some workers to get information from managers and Julian Bryant would tackle the other managers.</p> <p>DH said that TADS remind staff every month and that it was the Lead Nurses responsibility to ensure TOPS/NDTMS reporting was covered.</p> <p>AC said that it depended on individual teams although admin staff had a certain amount of responsibility especially around NDTMS data although they were supported by individual team managers. Updating was the responsibility of key workers. AC said that there was work to be done identifying timelines for reporting.</p>

	<p>NM said that there had been a lot of problems over the last few months with data at the DIP but it was getting better as people were beginning to understand why the information was required.</p> <p>Generally the group felt that the administrators should make their line managers aware of any problems at support and supervision.</p>
<p>4.</p>	<p>TOP</p> <p>JF said that he felt that the discussion on TOPs last Friday was extremely useful and a lot of information was gleaned.</p> <p>JF advised that following on from these discussions Tracey Scarff and he had produced a first draft of a paper detailing the principles of care co-ordination agreed at the meeting.</p> <p>JF also stated that although it had been expected that new TOPs guidance be announced in December this had been delayed and therefore the August guidance was still the definitive that should be used.</p> <p>CS said that she did not feel that one point had not been clarified at the TOPs discussions and that was when a client had been referred to another provider for some treatment and but was still in treatment with the original provider and finished this treatment prior to the referee. – it was agreed that the guidance being prepared should include reference that the original provider should ensure that the 2nd treatment had also finished before a closure TOPs was completed.</p> <p>DH also asked what the situation was when clients were referred across county borders.</p> <p>ALS said that the DAAT would discuss this matter with the NTA.</p> <p>Action: JF to discuss position when clients are referred out of county and how far this extends.</p>
<p>5.</p>	<p>Correct Use of NDTMS Codes</p> <p>JF told the group that after speaking to Paul Tansley he had been advised that there were only 3 discharge codes that can be used for planned discharges and were 1, 2 and 5. JF agreed to send a copy of the codes to the group.</p> <p>After discussion the group agreed that if achievable goals were put into the care planning there would be more successful planned discharges. It was also felt that even if goals had not been achieved the plan could be amended at review time.</p> <p>Action: JF to send list of codes to members of group.</p>
<p>6.</p>	<p>Matters arising from recent agency performance review held by the DAAT</p> <p>The group agreed that the performance reviews run by Tony Oram had been helpful and they felt that significant improvements will and are being made with a ‘more hands on’ approach from the managers. However, the group did feel that the impact on Q3 would be minimal and it would be Q4 before significant improvements would be seen.</p>
<p>7.</p>	<p>Any Other Business</p> <p>JF told the group that the NDTMS dataset F would be out in April and that there would be a training event during the last 3 weeks of March – date to be confirmed. Changes to NDTMS for adult clients were minimal.</p> <p>CS asked if information about the changes could be made available earlier and JF said that he would ask RDHIU.</p>

	<p>AC said that he had received a powerpoint presentation from Halo on dataset F and would be prepared to email to ALS to distribution around the providers.</p> <p>Action: JF to check with RDHIU whether information about dataset F could be made available prior to the training day.</p> <p>Action: AC to send copy of powerpoint presentation to ALS for the group.</p> <p>JF said that whilst he was at an Analysts Forum he had been advised that although getting better the inputting of post codes needed to improve more. Post codes are used frequently by the analysts when trying to ascertain mapping information.</p> <p>DH said that she thought there was a special code for 'no fixed abode' and would pass the information on.</p> <p>Action: DH to pass special code for 'no fixed abode' to the group.</p> <p>The group agreed to the request by ALS to review the Terms of Reference at the group at the next meeting. Terms of Reference to be an agenda item.</p>
<p>8.</p>	<p>Date, time and venue of next meeting</p> <p>The next meeting will be 5th March 2009 2.00 p.m. at Phoenix House.</p>

Copies of Minutes and papers can be obtained from:-

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