



INFORMATION SYSTEMS STRATEGY GROUP

Held: 8th November 2007 10.00 a.m.

Phoenix House Conference Room

Minutes

Present:			Apologies:
Catherine McWalter (<i>Chair</i>)	CM	Norfolk DAAT	Claire Stone
Katie Hammett	KH	Norfolk DAAT	Andrew Cleveland
Lynn Preston	LP	Norfolk DAAT	Sarah Nunn
Denise Hockridge	DH	TADS Gt. Yarmouth	Mary Taylor
Allan Cooper	AC	TADS Norwith	
Mark Adeney	MA	CADS	
Rick Andrews	RA	Impact	
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>Acceptance of minutes from previous meetings of the Information Systems Strategy Group held on 13th September 2007 (including any confirmation of any part of the minutes exempt under the Fol Act)</p> <p>The Minutes were accepted as a true and accurate record of the meeting on 13th September 2007.</p>
3.	<p>Matters arising from the minutes of the previous meeting held on 13th September 2007:</p> <p>LP said that it was difficult to monitor harm reduction questions as there were no data completeness reports received.</p> <p>KH advised that there was a requirement to carry out a care plan TOP review at the beginning and end of a 12 week treatment and that workers were expected to make their own decisions as to whether other reviews were appropriate..</p>
4.	<p>Feedback from Information Systems Administration Group</p> <p>The group looked through the Minutes of the last ISAG meeting and LP reported that there were no major problems to highlight. LP also said that she had copy e-mailed Malcolm Roxburgh about some problems the administrators had using the DET to complete the TOP pages. A zero all button had been included which stopped having to enter zero in all the weekly fields. Regional teams will be meeting the NTA in the next couple of weeks to share</p>

	<p>issues and improve the DET.</p> <p>There is also still some confusion about who is responsible for completing the TOP. Administrators had reported having to ring round agencies to find out who the care coordinator is. AC noted that this was a problem for the treatment system in general and not just in respect of the TOP. LP said that there should be a name box on the form for the care co-ordinator or a flag to denote the agency who has TOP responsibility for the client</p> <p>Administrators were experiencing a few issues with the Bomic upgrade and these would be raised at the Bomic User Group meeting on 19th November.</p>
<p>5.</p>	<p>Presentation on NTA quarterly performance report (Green Report)</p> <p>KH gave a presentation on the 'Green' Report (NTA Quarterly Report) and it was agreed that she would circulate this to the group after the meeting.</p> <p>Action: KH to circulate copy of presentation to group.</p>
<p>6.</p>	<p>Progress with TOPS</p> <p>Discussed above.</p> <p>KH pointed out that there was no requirement for retrospective completion of TOPs but felt that most clients should have been reviewed by December as it was three months since the launch.</p> <p>MA said that the administrators had set up reminders for the clinicians to build into next regular meeting.</p>
<p>7.</p>	<p>Update on Agency Systems (Halo, Care Notes)</p> <p>AC advised that the Care Notes Prescribing module was not up and running yet. TADS' data was getting cleaner.</p>
<p>8.</p>	<p>Waiting Times Exceptions (any progress from NTA)</p> <p>LP said that she had received no attributable data on individual waiting times exceptions from the NTA. A three months trial of agencies reporting on waiting times monthly to the DAAT was about to start.</p> <p>KH told the group that she had passed on their request that long waits be flagged upon the FUP (now called DAMS) and that she understood that this had been carried out. RA confirmed that he can now get this information from the validation report.</p>
<p>9.</p>	<p>Any Other Business</p> <p>RA requested details of the ISAG meeting dates.</p> <p>Action: LP to send details of ISAG meetings to the group.</p> <p>KH distributed an e-mail response from Irene Cameron on submission quality.</p> <p>LP said that there were still 23 WSDAS clients being reported but she did not think that these could be closed off locally.</p> <p>LP has been looking at client distribution for the agencies and gave TADS and CADS a copy of their agency map and would forward others to the appropriate agency as soon as they are ready.</p>

	Action: LP to distributed client distribution maps to agencies as completed.
10.	Date, time and venue of next meeting No future meetings planned as yet but it was agreed that KH/LP would distribute dates for 2008.

Copies of Minutes and papers can be obtained from:-

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