

# Norfolk Drug and Alcohol Partnership (N-DAP)

---

## Part 2 Young people's specialist substance misuse treatment plan 2009/10 Planning grids

---

## Planning grid 1: Commissioning and system management

### Identification of key priorities following needs assessment relating to commissioning and system management:

Commission N-DAP Young People's Integrated Substance Misuse Service offering universal, targeted and specialist substance misuse interventions to young people

Re-tender N-DAP Young People's Criminal Justice Service ensuring that procurement requirements are met and best value is achieved

Ensure N-DAP's continued involvement with Norfolk Children and Young People's Partnership Trust

Increase access to appropriate young people's residential substance misuse treatment

Commission family interventions pilot that provides psychosocial interventions to support family members to manage the impact of a parent's substance misuse

Assess needs of Norfolk's young diverse populations

Implement Common Assessment Framework (CAF) processes

Ensure effective service governance

### Objective 1.1

Ensure smooth transition from current young people's substance misuse service to Young People's Integrated Substance Misuse Service

### Delivery Plan:

Actions and milestones	By when	By whom
1.1.1 Contract for Integrated Young People's Substance Misuse Service is awarded to the Matthew Project	30/04/09	Young People's Joint Commissioning Officer (YPJCO); Contracts Officer; Tender Evaluation Panel (TEP)
1.1.2 Young People's Steering Group is established	31/05/09	The Matthew Project

Part 2 Young People's Specialist Substance Misuse Treatment Plan

Partnership name: N-DAP

Date of submission to NTA: April 30<sup>th</sup>, 2009

1.1.3 Written information about employees who are to transfer under TUPE legislation and all rights and obligations towards them is provided to the Matthew Project	31/05/09	Outgoing Providers; The Matthew Project
1.1.4 Transition plan detailing processes for: transfer of clients; transfer of records and incoming referrals is agreed	30/06/09	YPJCO; Outgoing providers; The Matthew Project; other agencies as required; Young People's Joint Commissioning Group (YPJCG)
1.1.5 Transition plan is communicated to key stakeholders	31/07/09	YPJCO; Outgoing providers; The Matthew Project
1.1.6 Process for linking Integrated Young People's Substance Misuse Service with Norfolk Children and Young People's Partnership Trust area partnerships is agreed	31/08/09	YPJCO; The Matthew Project; Area directors; YPJCG
1.1.7 Client management system capable of reporting data as required by National Drug Treatment Monitoring System (NDTMS) and DAAT core data is in place	30/09/09	Research and Information Officer; The Matthew Project
1.1.8 Young People's Integrated Substance Misuse Service's geographical bases are established	30/09/09	The Matthew Project
1.1.9 Staff are transferred to the Matthew Project under TUPE legislation where applicable	1/10/09	Outgoing Providers; The Matthew Project

**Expected outcomes:**

Integrated Young People's Substance Misuse service is effective

**Objective 1.2**

Tender for Young People's Criminal Justice Service

**Delivery Plan:**

Actions and milestones	By when	By whom
1.2.1 Tenders for Young People's Criminal Justice Service are invited	31/01/10	YPJCO; YPJCG
1.2.2 Tenders for Young People's Criminal Justice Service are evaluated	30/03/10	YPJCO; YPJCG

**Expected outcomes:**

'Most economically advantageous tender'<sup>1</sup> for the Young People's Criminal Justice Service established.

**Objective 1.3**

Ensure clear lines of accountability for the commissioning of young people's substance misuse services within Norfolk Children and Young People's Partnership Trust's developing integrated commissioning framework

**Delivery Plan:**


---

<sup>1</sup> The tender regarded as the best according to a combination of quality and price criteria  
 Part 2 Young People's Specialist Substance Misuse Treatment Plan  
 Partnership name: N-DAP  
 Date of submission to NTA: April 30<sup>th</sup>, 2009

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
1.3.1 N-DAP is represented at Norfolk Children and Young People's Partnership Trust Board	ongoing	Strategy Manager
1.3.2 N-DAP is represented at Norfolk Children and Young People's Partnership Trust Youth Convening Group	ongoing	YPJCO
1.3.3 Terms of reference for Chief Officers' Group as they are relevant to the commissioning of young people's substance misuse services are reviewed	30/09/09	Strategy Manager; Chief Officers' Group; YPJCG
1.3.4 Processes for provider representation at Norfolk Children and Young People's Partnership Trust Board are investigated	30/09/09	Strategy Manager; Chief Officers' Group
1.3.5 Lines of reporting for N-DAP young people's performance information within Norfolk Children and Young People's Partnership Trust are agreed	30/09/09	Strategy Manager; Chief Officers' Group

**Expected outcomes:**

Processes for the commissioning of young people's substance misuse services are clearly placed within Norfolk Children and Young People's Partnership Trust's developing integrated commissioning framework

**Objective 1.4**

Ensure that N-DAP's priorities feed into Norfolk Children and Young People's Plan

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
-------------------------------	----------------	----------------

Part 2 Young People's Specialist Substance Misuse Treatment Plan  
Partnership name: N-DAP  
Date of submission to NTA: April 30<sup>th</sup>, 2009

1.4.1 Processes for the development of Norfolk Children and Young People's Plan are contributed to	30/04/09	YPJCO; Young People's Implementation Group (YPIG); YPJCG
--	----------	--

**Expected outcomes:**  
Norfolk Children and Young People's Plan reflects N-DAP's priorities

**Objective 1.5**  
Establish level of need for and availability of appropriate young people's residential substance misuse treatment

**Delivery Plan:**

Actions and milestones	By when	By whom
1.5.1 Process for access to young people's residential substance misuse treatment including funding is mapped	31/07/09	YPJCO; YPJCG
1.5.2 Young people's substance misuse needs assessment processes for 2009/10 that specifically address the need for young people's residential substance misuse treatment are agreed	31/10/09	Research and Information Officer
1.5.3 Alternatives to young people's residential substance misuse treatment e.g. specialist fostering are identified and appraised in preparation for development of 2010/11 Young People's Specialist Substance Misuse Treatment Plan	31/01/10	YPJCO; YPIG; YPJCG

**Expected outcomes:**

YPJCG has a clear understanding of the extent to which young people's residential substance misuse treatment is required and options for its delivery

### Objective 1.6

Investigate opportunities for funding for family interventions pilot that support family members to manage the impact of a parent's substance misuse, inviting tenders for this service if viable.

#### Delivery Plan:

Actions and milestones	By when	By whom
1.6.1 Options for funding for family interventions pilot that provides psychosocial interventions to support family members to manage the impact of a parent's substance misuse are identified	30/04/09	YPJCO; YPJCG
1.6.2 Viability of options for funding for family interventions pilot that provides psychosocial interventions to support family members to manage the impact of a parent's substance misuse are assessed	30/04/09	YPJCO; YPJCG
1.6.3 Tenders for a family interventions pilot that provides psychosocial interventions to support family members to manage the impact of a parent's substance misuse are invited (this is dependent on actions 1.6.1 and 1.6.2)	31/05/09	YPJCO; YPJCG

#### Expected outcomes:

YPJCG has a clear understanding of the resources available for the commissioning of a family interventions pilot that provides psychosocial interventions to support family members to manage the impact of a parent's substance misuse.

### Objective 1.7

Ensure that 0910 needs assessment addresses needs of Norfolk's young BME population

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
1.7.1 Needs assessment of Norfolk's young Black and minority ethnic population by Child and Adolescent Mental Health Service (CAMHS) and Public Health colleagues is completed and fed into N-DAP commissioning process	30/06/09	Research and Information Officer; YPJCO
1.7.2 CAMHS Cultural competence self assessment is completed	30/11/09	YPJCO; Contracts Officer; Provider agencies
1.7.3 Actions resulting from 1.7.1 and 1.7.2 are identified for inclusion in 2010/11 Young People's Specialist Substance Misuse Treatment Plan	31/12/09	YPJCO; YPJCG

**Expected outcomes:**

YPJCG and providers have improved understanding of the needs of Norfolk's young BME population and this is reflected in 2010/11 Young People's Specialist Substance Misuse Treatment Plan

**Objective 1.8**

Develop processes for the participation and involvement of young people and their families in service commissioning and development

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
1.8.1 Mapping and self assessment against Hear by Right standards is completed in conjunction with	31/07/09	YPJCO; YPIG,

Part 2 Young People's Specialist Substance Misuse Treatment Plan

Partnership name: N-DAP

Date of submission to NTA: April 30<sup>th</sup>, 2009

CAMHS colleagues		YPJCG
1.8.2 Participation and involvement framework for young people and their families is developed in conjunction with CAMHS colleagues	30/11/09	YPJCO; YPIG; YPJCG

**Expected outcomes**  
Clear processes are established for the participation and involvement of young people and their families in commissioning and service development

**Objective 1.9**  
Monitor contracts of young people's substance misuse services

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
1.9.1 Annual contract reviews are completed	31/07/09	Contracts Officer; YPJCO
1.9.2 Annual contract review report is reviewed by YPJCG	15/09/09	Contracts Officer; YPJCG
1.9.3 Young people's substance misuse services are supported in returning data to the NDTMS.	Ongoing	Research and Information Officer; Information Systems Strategy Group (ISSG); Information Systems Administration

		Group (ISAG)
1.9.4 DAAT core data set is implemented	01/10/09	Research and Information Officer
1.9.5 Contract review process is updated in line with 'Standards for Better Health' to establish the baseline of evidence that providers will produce to demonstrate effective service governance	31/03/10	Contracts Officer

### Expected outcomes

YPJCG and providers have improved understanding of the performance of Norfolk's young people's substance misuse services and this is reflected in N-DAP 2010/11 Young People's Substance Misuse Treatment Plan

### Objective 1.10

Assess the effectiveness of CAF and Single Area Panel (SAP) practices in identifying and responding to young people with substance misuse and/or mental health needs

### Delivery Plan:

Actions and milestones	By when	By whom
1.10.1 Specification for an assessment of the effectiveness of CAF and SAP practices in identifying and responding to young people with substance misuse and/or mental health needs completed	31/07/09	YPJCO; CAMHS Strategic Development Officer; YPJCG
1.10.2 Proposals for an assessment of the effectiveness of CAF and SAP practices in identifying and responding to young people with substance misuse and/or mental health needs evaluated	30/09/09	YPJCO; CAMHS Strategic Development Officer; YPJCG
1.10.3 Report on assessment of the effectiveness of CAF and SAP practices in identifying and responding to young people with substance misuse and/or mental health needs received	31/01/10	YPJCO; CAMHS Strategic

Part 2 Young People's Specialist Substance Misuse Treatment Plan

Partnership name: N-DAP

Date of submission to NTA: April 30<sup>th</sup>, 2009

		Development Officer; YPJCG
--	--	----------------------------

**Expected outcomes**

YPJCG has a clear understanding as to what is needed to improve CAF & SAP practice where substance misuse and/or mental health needs are present

**Objective 1.11**

Consolidate service governance processes

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
1.11.1 Service Governance Group (SGG) convened	30/06/09	JCO
1.11.2 Review contract content and terms and conditions to ensure the following are appropriately contained (shared with Adult Drug Treatment Plan Part 3, Planning Grid 1, Action 1.2.1: - <ul style="list-style-type: none"> <li>• Statutory requirements (see NTA/Health Care Commission (HCC) 07/08 Improvement Review Plan C1, Q2)</li> <li>• Drug related deaths (see Harm Reduction Strategy – Objective 1)</li> <li>• Participation in service governance and monitoring (see Harm Reduction Strategy – Objective 1)</li> <li>• Current systems to address race, gender and disability equality, (see NTA/HCC 07/08 Improvement Review Plan C4, Q3)</li> </ul>	31/08/09	Contracts Officer
1.11.3 Actions within Harm Reduction Strategy built into 3 year Harm Reduction Strategy work plan (shared with Adult Drug Treatment Plan Part 3, Planning Grid 1, Action 2.4.2)	30/09/09	JCO; SGG

1.11.4 N-DAP service governance framework developed	31/12/09	JCO; SGG
---	----------	----------

**Expected outcomes**  
 The processes by which N-DAP services evidence that they are continuously improving quality and safeguarding high standards of care are clear and transparent

Planning grid 2: Access to treatment

**Identification of key priorities following needs assessment relating to access and engagement with young people’s specialist substance misuse treatment services:**  
 Commission N-DAP Young People’s Integrated Substance Misuse Service offering universal, targeted and specialist substance misuse interventions to young people  
 Implement Common Assessment Framework (CAF) processes  
 Increase access to young people’s substance misuse services for looked after children with substance misuse problems

**Objective 2.1**  
 Publicise Integrated Young People’s Substance Misuse to young people, their families and professionals

**Delivery Plan:**

Actions and milestones	By when	By whom
2.1.1 Communications strategy for Integrated Young People’s Integrated Substance Misuse Service is agreed	30/06/09	YPJCO; The Matthew Project; YPIG; Information Group; YPJCG

2.1.2 Publicity materials for Integrated Young People's Integrated Substance Misuse Service are disseminated	30/09/09	YPJCO; The Matthew Project; Information Group
2.1.3 Launch events for Young People's Integrated Substance Misuse Service take place	31/12/09	The Matthew Project

**Expected outcomes:**

Young people, their families and professionals recognise and are able to access Integrated Young People's Substance Misuse Service

**Objective 2.2**

Revise Support and Information on Drugs (SID) tool.

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
2.2.1 SID tool is revised, removing referral form and adjusting supporting agency details to reflect new service structure	30/06/09	YPJCO; Information Group; YPIG; YPJCG
2.2.2 SID is covered in CAF training and included in CAF training packs	30/09/09	YPJCO; ISA Programme Manager
2.2.3 Young People, Drugs and Alcohol, What should I do? training is updated in line with revised SID and new service structure.	30/09/09	Training and Workforce Development Coordinator; Training and Workforce

		Development Group
2.2.4 Norfolk Local Safeguarding Children's Board protocol 10 is updated in line with revised SID and new service structure.	30/09/09	YPJCO; Policy and Development Manager, Norfolk Local Safeguarding Children Board; YPJCG

**Expected outcomes:**

Non-substance misuse professionals working in universal and targeted settings are able to identify young people's substance misuse related needs via screening and CAF assessments and make appropriate referrals to Young People's Integrated Substance Misuse Service

**Objective 2.3**

Investigate care pathways for looked after children with substance misuse problems

**Delivery Plan:**

Actions and milestones	By when	By whom
2.3.1 Plan to investigate, screening, assessment and referral practices for looked after children is agreed	30/06/09	YPJCO; Research and Information Officer; YPJCG
2.3.2 Audit of NDTMS data around looked after children is completed	30/06/09	Research and Information Officer; Information Systems Strategy Group (ISSG);

		Information Systems Administration Group (ISAG)
2.3.3 Plan to improve screening, assessment and referral practices for looked after children is agreed	30/09/09	YPJCO; YPIG; YPJCG

**Expected outcomes:**  
Increased numbers of looked after children access young people's substance misuse services

**Objective 2.4**  
Ensure appropriate training and workforce development opportunities for young people's substance misuse services

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
2.4.1 N-DAP 'Young People, drugs and alcohol – what should I do' training is provided	Ongoing	Training and Workforce Development Coordinator; YPJCG
2.4.2 Substance misuse within the family training is provided in partnership with Norfolk Local Safeguarding Children's Board	Ongoing	Training and Workforce Development Coordinator; YPJCG

2.4.3 Certificate in Higher Education (Substance Misuse) is provided in partnership with the University of East Anglia	Ongoing	Training and Workforce Development Coordinator; YPJCG
--	---------	---

**Expected outcomes:**  
Young people's substance misuse services are appropriately trained

**Objective 2.5**  
Ensure appropriate access to young people's residential substance misuse treatment

**Delivery Plan:**

Actions and milestones	By when	By whom
2.5.1 Care pathway to residential substance misuse treatment from Young People's Integrated Substance Misuse Service is agreed	1/10/09	YPJCO; The Matthew Project; YPJCG

**Expected outcomes:**  
Access to young people's residential substance misuse services increases

**Planning grid 3: Treatment System Delivery**

**Identification of key priorities following needs assessment relating delivery of young people’s specialist substance misuse treatment services:**

Commission N-DAP Young People’s Integrated Substance Misuse Service offering universal, targeted and specialist substance misuse interventions to young people

Investigate need for and availability of appropriate residential substance misuse treatment

**Objective 3.1**

Ensure availability of psychosocial interventions; specialist harm reduction; family work; pharmacological interventions; access to residential substance misuse treatment

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
3.1.1 Psychosocial interventions; specialist harm reduction and family work are delivered by T2 to end September	Ongoing to end Sept	YPJCO; T2; YPJCG;
3.1.2 Psychosocial interventions; specialist harm reduction; family work; pharmacological interventions; access to residential substance misuse treatment are delivered by Impact to end September	Ongoing to end Sept	YPJCO; Impact; YPJCG
3.1.3 Psychosocial interventions; specialist harm reduction and family work are delivered by Norfolk Youth Offending Team (YOT) Substance Misuse Services	Ongoing	YPJCO; YOT; YPJCG
3.1.4 Delivery of psychosocial interventions; specialist harm reduction; family work; pharmacological interventions; access to residential substance misuse treatment by the Young People’s Integrated Substance Misuse Service commences	1/10/09	YPJCO; The Matthew Project; YPJCG

**Expected outcomes:**

Psychosocial interventions; specialist harm reduction; family work; pharmacological interventions; access to residential substance misuse treatment are available throughout the year

## Planning grid 4: Leaving specialist treatment

### Identification of key priorities following needs assessment relating to young people leaving specialist substance misuse treatment services:

Commission N-DAP Young People's Integrated Substance Misuse Service offering universal, targeted and specialist substance misuse interventions to young people

Ensure safe and effective transitions for young people whose specialist substance misuse needs continue past their 18<sup>th</sup> birthdays

Increase proportion of planned discharges

### Objective 4.1 (shared with Adult Drug Treatment Plan Part 3, Planning Grid 2, Objective 1.1)

Transfer young people in young people's specialist substance misuse treatment whose specialist substance misuse needs continue past their 18<sup>th</sup> birthdays to adult specialist substance misuse services where appropriate

### Delivery Plan:

Actions and milestones	By when	By whom
4.1.1 Transition protocol between young people's and adult substance misuse services is agreed	30/05/09	YPJCO; Joint Commissioning Officer (JCO); YPIG; Treatment Implementation Group (TIG) YPJCG; Adult Joint

		Commissioning Group (AJCG)
4.1.2 Transitional workers are in place in adult substance misuse treatment services	1/07/09	JCO; AJCG
4.1.3 Young People aged 18 and over are transferred from young people's substance misuse services to adult substance misuse services	1/10/09	YPJCO; YPIG; YPJCG

**Expected outcomes:**  
Increase in numbers of effective referrals to adult specialist substance misuse treatment

**Objective 4.2**  
Increase proportion of planned discharges to at least 65 percent

**Delivery Plan:**

<b>Actions and milestones</b>	<b>By when</b>	<b>By whom</b>
4.2.1 NDTMS core data set F is implemented and accurate and appropriate use of discharge codes is made	Ongoing	Research and Information Officer; Information Systems Strategy Group (ISSG); Information Systems Administration Group (ISAG)
4.2.2 N-DAP care coordination protocol is implemented	31/04/09	Research and Information Officer;

		YPIG
4.2.3 Quarterly agency performance reviews take place with a particular focus on planned discharges	Ongoing	Research and Information Officer; Strategy Manager
4.2.4 Disproportionate planned discharge rate amongst young women is investigated via quarterly performance reviews	Ongoing	Research and Information Officer; Strategy Manager

**Expected outcomes:**

Proportion of planned discharges increases to at least 65 percent; YPJCG and providers have improved understanding of any specific barriers to successful completion faced by young women and this is reflected in 2010/11 Young People's Substance Misuse Treatment Plan