

Transition Service Implementation Plan

<i>OVERARCHING ACTIONS</i>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
Identifying leads from each organisation	Clear leadership within each organisation	October 2012	Ted Wilson Neil Brimblecombe	SSSFT and CT identified leads: Lesley Crawford and Geoff Watts Jo Banks, Sara Vale and Jacqui Pointon	Green
Clear programme management from planning to full implementation	Ensure effective implementation of the new service model	12 th December and on-going	Michael Bennett	Clinical sub-group 21/11/12 9-11am Operational sub-group 19/11/12 2-4pm Steering group 12/12/12 2-4 (all venues to be confirmed DEVELOP DETAILED PROGRAMME PLAN Implementation Plan updated 28/11/12 <u>28/11/12</u>	
Provider Implementation Plans in place	Effective plan in place, agreed by partners and implemented	Mid-December 2012	Geoff Watts Jo Banks		
Revise CAMHS review action plan	Ensure progress of the overall CAMHS review	On-going	Michael Bennett		
Full engagement of CT and SSFT to deliver the new service model	Demonstrate commitment for collaborative working to develop new service model	On-going	CT SSSFT	Draft MoU developed AGREE TIMESCALES AND MEET THEM Feedback received and MoU updated <u>28/11/12</u>	
Clarify clinical management arrangement for the Transition service	Agree clinical leadership for the service Clarify internal management arrangements for each organisations staff	End of January 2013	Geoff Watts Susan Meredith		

	Clarify governance arrangements for each organisation				
Development of integrated/ collaborative working with Council services	Effective health and social interventions Maximise efficiencies in service delivery	February 2013	SSSFT CT T&WC SCC	Initial discussions with Councils within CAMHS Operational Group on 5/11/12. Councils to identify representation for Clinical, Operational and Steering group	
Implementation of new Transition on service	Operation service in place	July 2013	SSSFT CT		
<u>HUMAN RESOURCES</u>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
Engagement with Unions	Awareness and support from Unions	November - mid December 2012	Gina Billington Kim Taylor		
Sharing of policies	Consistent HR policies in place to support new service model	November - mid December 2012	Gina Billington Kim Taylor		
Clarify model of management for the new service	Agreed management arrangements for the teams within the new service model	December 2012	Michael Bennett Jo Banks Geoff Watts		
Skills audit	Detailed awareness of the skills and training needs of staff	December	Gina Billington Kim Taylor		
Management of Change process commenced	MOC completed within timescales to deliver service model within timescales	Commenced February 2013	Gina Billington Kim Taylor		
Workforce development plan	Immediate needs	March 2013	Gina Billington		

completed	identified. Longer term development needs identified		Kim Taylor		
Implementation of training of identified needs	Staff skilled to deliver new service model	June 2013	Gina Billington Kim Taylor		
On-going communication with staff teams	Staff engaged in change process	On-going		Presentation and discussion with CAMHS team on 26/11/12. <u>28/11/12</u>	
<u>LEGISLATIVE, POLICY, NICE REQUIREMENTS</u>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
Ensure safeguarding processes in place within new service provision	Safeguarding processes in place in with local policies and national guidance	On-going			
Include legislative requirements for young people and adults within new service model	Legislative requirements for young people and adults included within new service model	February 2013	Clinical Leads Jo Banks Geoff Watts Michael Bennett		
Consider national policy and NICE guidance in the development of the model	Relevant policies and NICE guidelines included within new model	February 2013	Clinical Leads Jo Banks Geoff Watts Michael Bennett		
Identify and address PbR implications	Implications of PbR addressed through service specifications, outcome measures and	February 2013	Michael Bennett Erica Crisp		

<u>GOVERNANCE / LEADERSHIP AND MANAGEMENT ARRANGMENTS</u>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
Identify governance needs that need to be addressed within each service	Ensure individual organisations have effective governance arrangements in place	January 2013	J Banks Geoff Watts		
Clarify leadership arrangements for each team within the model	Agreed management arrangements of each team	January 2013	Jo Banks Geoff Watts		
Develop effective governance and management arrangements for service delivery	Shared and individual Provider Governance and management arrangements in place	March 2013	Jo Banks Geoff Watts	Working group being set up with SSSFT and CT representation	
<u>FINANCE RELATED ISSUES</u>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
Identify indicative budgets/ budget lines for the new service areas	Robust financial model in place to support new service models	November 2012	Jo Banks Geoff Watts		
Agree shared financial/ pooled budget arrangements as determined as necessary to develop the service	Determine need for pooled arrangements to deliver service effectively	End of January 2013	Jo Banks Geoff Watts		
<u>STAFFING, CAPACITY AND DEMAND</u>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
Identify activity of 5-14 years service	Indicative contacts 2011/12 and Q1 and 2 2012/13or: CAMHS and CAMHS LD	Mid December 2012	Jo Banks		
Identify activity of 15-25	Indicative contacts	November	Jo Banks	JO BANKS AND GEOFF WATTS TO PROVIDE NEEDS	

Transition service	2011/12 and Q1 and 2 2012/13or: CAMHS and CAMHS LD EIP Psychological therapies Learning Disabilities	2012	Geoff Watts	AND CAPACITY ANALYSIS ON 12 DECEMBER	
Identify staffing into Health Visiting team	Capacity of the team identified	Mid December 2012	Jo Banks		
Identify staffing of the Holistic Learning Disability Service	Capacity of the team identified	Mid December 2012	Jo Banks		
Identify staffing into The 5-14 years service	Capacity of the team identified	Mid December 2012	Jo Banks		
Identification of staffing for Transition service	Determine capacity of the Transition service	January 2013	Jo Banks Geoff Watts		
Develop the Placement Stability team	Placement Stability team operational	December 2012	Jo Banks		
<i>CLINICAL SERVICE DEVELOPMENT</i>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
Clarify role of preventative service	Role of preventative services identified	February 2013	Michael Bennett		
Clarify age range for each element of the new model	Age range for each service identified	Mid-December	CCG Leads		
Agree inclusion and exclusion criteria for 5-14 years 15-25 years services	Agreed criteria for all areas	January 2013	Michael Bennett		

Agree service specifications for the new service and identified within contracts for 2013/14	Develop service specifications and outcomes for new provision and indicate within new NHS Contracts	February 2013	Michael Bennett		
Develop service delivery models for new provisions	Clear pathways for implementation developed and agreed. Locations for implementation agreed (accommodation)	End of February 2013	SSSFT CT		
Agree outcome measures	Outcomes and KPIs identified within specifications and contracts	February 2013	Michael Bennett		
<u>SINGLE POINT OF ACCESS DEVELOPMENT</u>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
Develop the Single Point of Referral into Transition service in Telford	Streamlined referrals into the Transition service	End of February 2013	SSSFT CT T&WC		
Develop the Single Point of Referral into Transition service in Shropshire	Streamlined referrals into the Transition service	End of February 2013	SSSFT CT SCC		
<u>COMMUNICATION</u>					
ACTION	Success Criteria	Timescale	Lead	Progress	RYGB
On-going discussion with stakeholders	Stakeholders aware of changes and provide feedback			Discussion with Donnington Voice 26/11/12 <u>28/11/12</u>	

CAPITAL LETTERS relate to actions that need to be **considered further** to address identified issues within the work-stream

BLUE **Blue** rating identifies action that is **progressing on schedule** but not completed

RED **Red** rating identifies action that is **behind plan** or not made progress

YELLOW **Yellow** rating identifies action that is a **future action** or not started to date

GREEN **Green** rating identifies **action** that has been **completed**