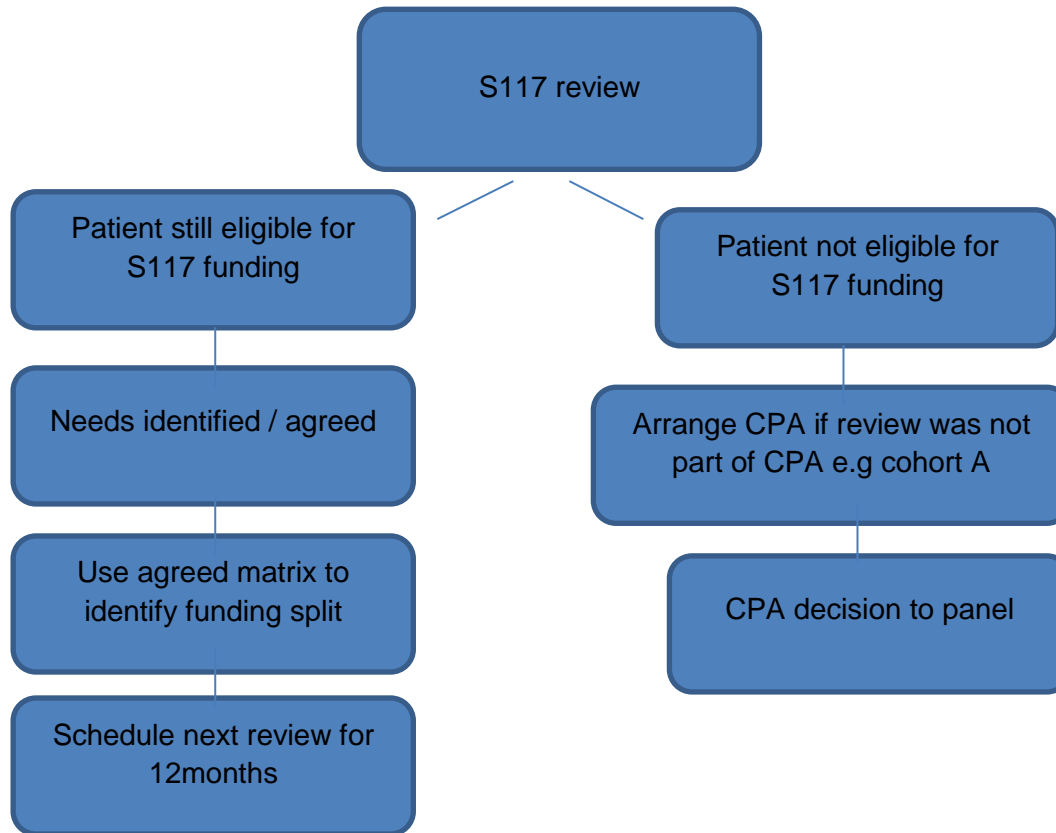


S117 Implementation plan

No.	Item	Action	Update
1.	<p>Sign off S117 matrices (LD, MH and OP) - All Directors of LA, CCG and CNWL</p> <p>CNWL have signed off LD and MH matrices. LA waiting for legal feedback. CCG to confirm their position on matrices.</p>	<p>Responsible officer: Visva Sathasivam, Javina Sehgal, Tanya Paxton</p> <p>To be completed by 30th November 2018</p>	<p>Signed off by Harrow CCG October 2018 Signed off by Harrow LA (Date TBC) Signed off by CNWL Harrow (date TBC)</p>
2.	<p>CCG & LA to agree all current s117 patients, to be split by cohorts for review, including last review and next review date</p> <p>Cohort A: all patients whose last review was between October – December 2018) Cohort B: all patients with review dates between 1st January – 28 February 2019 Cohort C: all patients with review dates from 1st March 2019 onwards (BAU)</p>	<p>Responsible officer: David Muana and Seth Mills. To be completed by 30th November 2018</p> <p>To be reviewed by the focus s117 team</p> <p>To be reviewed as part of CPA</p> <p>To be reviewed as part of CPA</p> <p>*once staff are trained they will use the new matrix tool to agree funding split</p>	
3.	<p>Budget for staff to support reviews made available for backfilling:</p> <p>x2 MH Nurse assessors, x2 Social Workers, BIA as required, Clinical specialist (psychiatric input) as required, An administrator</p>	<p>Responsible officer: Diane Jones, Mark Easton & Alex Stiles to sign the interim recruitment forms</p>	<p>Access to funding approved by CCG AO</p>
4.	<p>Revised / new draft ToR for S117 panel, S117 protocol and S117 matrix guidance document.</p> <p>To include out of borough cases. Matrix to apply to new cases and review cases</p>	<p>Responsible officer: Mark Hall Pearson and David Muana. To be completed by 28th December 2018</p>	<p>ToR for panel agreed Protocol to be updated and agreed by 30 January 2019</p>

No.	Item	Action	Update
5.	Existing documents to be used until such time as the above has been signed off. Approx 10 cases per month come to panel either as new cases or step down / transfer from secure units.	Responsible officer: Mary Weymouth (or is it Angela Nesbitt) to manage contract to ensure CNWL are carrying out reviews of specified number per month	
6.	Sign-off of draft ToR, protocol and guidance document and new process by all Directors of LA, CCG and CNWL. Legal and finance input and formal adoption of new S117 process.	Responsible officer: Visva Sathasivam, Javina Sehgal, Diane Jones & Tanya Paxton To be completed by 31 st January 2019	
7.	Training to be scheduled for additional s117 team managing cohort A.	Responsible officer: David Muana, to confirm appropriate expertise for training staff	Individuals identified, awaiting CVs.
8.	Training to be scheduled for staff (including senior managers) across LA, CCG and CNWL (approx. 400 staff). Sourcing Legal and clinical training providers, scheduling 2 sessions per week. Venue to be sourced and invitations arranged for staff (6 weeks with max classes of 50 per session). LA and CCG to joint fund training.	Responsible officer: Seth Mills and David Muana To be completed between 1 st February and 15 th March 2019. External facilitator to be sourced. Shared cost, noting CCG prior agreement on investment	
9.	Data analysis, impact on staff resources and completion of new reviews to be completed by CNWL (Cohort B & C) New documentation to be produced and rolled out for staff including new panel forms.	Responsible officer: Tanya Paxton, Seth Mills and David Muana To be completed between 16 th March 2019 and 2 nd of April 2019.	
10.	Review and new cases and reviews processed with new framework to be prepared and presented at new S117 panel. Cohort A: fortnightly panel Cohort B & C: monthly panel	Responsible officer: Tanya Paxton, Seth Mills and David Muana To start January 2019 To start 3 rd April 2019.	
11.	Q1 review in July 2019, of new process and sample audit of cases to see if new protocol and matrices are embedded	Responsible officer: Seth Mills and David Muana Reporting back in August /September 2019	



Note the same steps apply for cohorts B & C