

Review of Overnight Supports by January 2018

Our Partnership aim is to:

Change provision to X number of OS by Y 2018

**Improvement Teams, Active Leadership, Effective Governance and supportive Reporting**

**Effective use of Data, evidence and Improvement methodologies**

**Effective stakeholder Engagement, Communication and Support**

We have an established team representing all relevant services and with the skills we need to support the project

Senior Leaders understand the scope of the project, have approved the direction taken, have delegated effectively, know what decisions they need to make, and will actively remove barriers

We have agreed to who, how and how often we will report progress to relevant groups and decision makers

An assessment of risk, and related mitigations has been carried out and will be used actively by the team

We have access to qualitative and quantitative data needed to understand current provision and demand

Capacity for Data analysis is in place and measures have been agreed

Evidence scans have been carried out to inform planning of alternative models of delivery

The team is using data, evidence and improvement methods to understand OS provision, the connections within the system and any underlying issues that need addressed

Improvement Support has been agreed and is set up to help understand the current processes, to enable testing of new ideas and to ensure that successful improvements become standard practice

Evaluation methods have been agreed to enable the assessment of impact and the sharing of any learning

We have mapped out stakeholders and assessed their interest and influence

We have engagement detailed in our overall project plan and detail on the who, how and when. This will

We have established relationships with providers which enable them to play an active role in support a shift from current OS models

Teams involved or affected understand the aims of the project and have opportunities to be actively involved throughout the project

Services who will be affected by revised OS provision have been involved in the project and supported to make changes to their own service models

**Our Actions and Ideas for Changing (with some examples and suggestions)**

Develop a Project Plan, Charter, Logic Model

Risk Registers

Establish Measurement Plans including what data, where to access it, what are the key measures and how do we analyse for reporting and learning

Use Process Maps/System Maps/Fishbone Diagrams/Focus Groups to understand system and then identify potential improvements

Develop an Evaluation Plan

Draft a Stakeholder Matrix and resultant communications plan

Develop an engagement plan for key stakeholders

**Situation**

Re-shaping Overnight Supports to ensure sustainable, effective provision.

**Inputs**

Action Learning Sets  
Peer Support  
Improvement and Evidence Advice Project Teams

**Project Activities**

**Project Parameters**

We have an established team representing all relevant services and with the skills we need to support the project  
We have defined the scope of our project  
Project milestones have been identified  
An assessment of risk, and related mitigations has been carried out and will be used actively by the team

**Active Leadership, Effective Governance and supportive Reporting**

Senior Leaders understand the scope of the project, have approved the direction taken, have delegated effectively, know what decisions they need to make, and will actively remove barriers  
We have agreed to who, how and how often we will report progress to relevant groups and decision makers

**Effective use of Data, evidence and Improvement methodologies**

We have access to qualitative and quantitative data needed to understand current provision and demand  
Capacity for Data analysis is in place and measures of progress have been agreed  
The team is using data, evidence and improvement methods to understand OS provision, the connections within the system and any underlying issues that need addressed  
Improvement Support has been agreed and is set up to help understand the current processes, to enable testing of new ideas and to ensure that successful improvements become standard practice  
Evidence scans have been carried out to inform planning of alternative models of delivery  
Evaluation methods have been agreed to enable the assessment of impact and the sharing of any learning

**Effective stakeholder Engagement, Communication and Support**

We have mapped out stakeholders and assessed their interest and influence  
We have engagement detailed in our overall project plan and detail on the who, how and when. This will  
We have established relationships with providers which enable them to play an active role in support a shift from current OS models  
Teams involved or affected understand the aims of the project and have opportunities to be actively involved throughout the project  
Services who will be affected by revised OS provision have been involved in the project and supported to make changes to their own service models

**Changes in Awareness, Skills, Confidence capability Knowledge**

By June 2017 the OS project team will have shared aims for their work  
By July 2017 senior leaders will be aware of the project aims and signed up to support  
By July 2017 the project team will begin reporting updates to all relevant individuals and groups  
By September 2017 project teams will have collated data on  
1. Current process and practice of OS provision  
2. What processes and practice they will review and improve  
3. How changes will affect other services  
By August 2017 project teams will have assessed the best options for them based on the best possible evidence  
By August 2017 project teams will have an agreed evaluation and measurement framework  
By August 2017 project teams will understand their stakeholders and have developed an engagement plan including  
1. How to engage and involve providers pro-actively  
2. How to engage and involve staff  
3. How to engage and involve people and carers who currently access OS  
4. How to engage senior leaders and politicians

**Changes to behaviour, practice and process**

Senior Leaders are removing barriers to change and supporting progress  
Regular reporting means all key individuals and governance groups are aware of and supporting progress  
Services have identified evidence based changes to relevant practice and process and begun to actively implement them  
Services directly affected by changes in practice and process will have begun planning their response  
The Project team is reliably gathering information to support evaluation and to review progress  
Data is being gathered, analysed and used to track the impact of changes  
Key stakeholders are engaging with the change agenda and are contributing constructively including  
1. Staff being actively involved in making changes  
2. Providers who are involved in shaping the project  
3. People and carers who use OS are actively involved in shaping the project and informing the team about the impact of changes

**Project Aims**

To be defined on a partnership by partnership basis