

Monitoring and Review – Example from Nottinghamshire

1. Waiting Time

Definition – The average wait for structured drug treatment for individuals living in the DAAT area, to be measured from the date an individual is referred for treatment to the date an individual begins care planned treatment following assessment in any modality.

Maximum waiting times for treatment modalities are as follows:

- | | | |
|----|-----------------------------------|---------|
| 1. | Inpatient detoxification | 2 weeks |
| 2. | Community Prescription Specialist | 3 weeks |
| 3. | Community Prescribing GPs | 2 weeks |
| 4. | Structured counselling | 2 weeks |
| 5. | Structured day care | 3 weeks |
| 6. | Residential rehabilitation | 3 weeks |

Indicator	June 2003	September 2003	December 2003	March 2004
	Please give written explanation for any non compliance with NTA standard	Please give written explanation for any non compliance with NTA standard	Please give written explanation for any non compliance with NTA standard	Please give written explanation for any non compliance with NTA standard
Section 1.01 Current average waiting time				
Inpatient detox				
Community prescribing				
Community Prescribing GPs				
Structured counselling/intervention				
Structured day care/groupwork				
Residential rehab				
Section 1.02 Longest waiting time				
Inpatient detox				
Community prescribing				
Community Prescribing GPs				
Structured counselling/intervention				
Structured day care/groupwork				
Residential rehab				

Completed by.....Job title.....Signature.....

2. New Referrals/Incidence

Definition – No of individuals living in the DAAT area receiving a structured drug treatment and no *that are new to drug treatment services in that financial year*.

Target – To increase no's accessing treatment by 15%

Indicator	June 2003	September 2003	December 2003	March 2004
	Please give written explanation for any non compliance with NTA standard	Please give written explanation for any non compliance with NTA standard	Please give written explanation for any non compliance with NTA standard	Please give written explanation for any non compliance with NTA standard
Total no of individuals receiving structured treatment				
No of new individuals				

Completed by.....Job title.....Signature.....

3. Treatment Completion / Planned Discharge Rates

Definition – Clients from the DAAT area that complete treatment or move between treatment providers and/or modalities in a planned way as a proportion of the total no of discharges.

Indicator	June 2003	September 2003	December 2003	March 2004
Treatment completed, drug free.				
Treatment completed				
Referred to other Service				
No of unplanned discharges				

Completed by.....Job title.....Signature.....

<p>Performance Indicator Monitoring Tool Example Notts County DAAT Name of service</p>

4. Unit Cost

Definition – The cost per unit of treatment by treatment modality. The units to be costed are:

- Residential rehabilitation Cost/Week per client
- Inpatient (i.e. detoxification) Cost per treatment episode
- Community Specialist Prescribing Cost/Week per client
- Community GP Prescribing Cost per 1 hour session
- Structured Counselling Cost/Week per client
- Structured Day Services Cost/Week per client

Indicator	June 2003	September 2003	December 2003	March 2004
Residential Rehab Cost/Week per client				
Inpatient Cost per treatment episode				
Comm Prescribing Spec Cost/Week per client				
Comm GP Prescribing Cost per 1 hour session				
Structured Counselling Cost/Week per client				
Structured Day Services Cost/Week per client				

Completed by.....Job title.....Signature.....

Performance Indicator Monitoring Tool
Example Notts County DAAT
Name of service

5. Workforce Expansion

Current establishment of whole time equivalent permanent staff

Staff	June 2003			September 2003			December 2003			January 2004		
	In post	Vacant	Temp	In post	Vacant	Temp	In post	Vacant	Temp	In post	Vacant	Temp
Joint commissioning staff												
Service managers												
Nurses												
Social Workers												
Psychologists												
Psychiatrists/Doctors												
Shared care GPs												
GP liaison workers												
Outreach workers												
Criminal Justice Workers												
Counsellors												
Administration/Support Staff												
Occupational therapists												
Complementary therapists												
Others												

Instructions

Column 1 – In post Enter the whole time equivalent permanent staff members in each category

Column 2 – Vacant Enter whole time equivalent vacancies in each category

Column 3 – Temp Enter whole time equivalent posts covered by agency or temporary staff

(i) Definitions

- Service managers are individuals with line management responsibilities for a discrete service or component of a large group of services
- Service managers who are also nurses, doctors, social workers etc. must only be counted and entered as service managers

Completed by.....Job title.....Sign

Performance Indicator Monitoring Tool
Example Notts County DAAT
Name of service

- The designated professional groups e.g. nurses, social workers, counsellors etc, refer to those who hold the appropriate professional qualification for these roles. These professionals must be working with service users

- Doctors and psychiatrists refers to all doctors who work with service users but does not include GPs
- Shared care GPs is all General practitioners who are treating drug users as part of shared care arrangements
- Criminal Justice Workers includes arrest referral workers, those working in drug testing and treatment order services and any other criminal justice specific staff
- Administration/support staff includes all non-clinical staff e.g. receptionists, administrators, finance officers, cooks, housekeepers etc.
- For residential services and other services which cover more than one DAT, the staffing complement will be reported by the DAT in which the service is located

Staff Ethnicity

For all staff please indicate how many are:	1) June 2003		September 2003		December 2003		January 2003	
	Practitioners	Managers	Practitioners	Managers	Practitioners	Managers	Practitioners	Managers
Asian or Asian British (Bangladeshi)								
Asian or Asian British (Indian)								
Asian or Asian British (Pakistani)								
Asian (Other)								
Black or Black British (African)								
Black or Black British (Caribbean)								
Black (Other)								
Mixed White and Black African								
Mixed White and Black Caribbean								
Mixed White and Asian								
Mixed Other								
White British								
White Irish								
White Other								
Other Ethnic Background								
Total								

- Please enter in each column (1 - practitioners and 2 - managers) the total number of staff in each ethnic group

Completed by.....Job title.....Signature.....

Performance Indicator Monitoring Tool
Example Notts County DAAT
Name of service

Performance Indicators

Please comment on current position in relation to individual performance indicators.

Indicator	June 2003	September 2003	December 2003	March 2004
Development and drafting of Strategic Business Plan				
Delegation to service team leaders of budgets, SLA and business planning				
Implementation of Models of Care				
Development of service user consultation plans				
Assessment of staff training needs and competencies				
Appraisal and personal development plan in place for all staff				

Completed by.....Role.....Date.....

**Performance Indicator Monitoring Tool
Example Notts County DAAT**

Performance Indicators

Please comment on current position in relation to individual performance indicators.

Indicator	June 2003	September 2003	December 2003	March 2004
Named leads for four current initiatives				

Completed
by.....Role.....
.....Date.....