# **Quarterly Reporting Template - Guidance**

### **Notes for Completion**

The data collection template requires the Health & Wellbeing Board to track through the high level metrics and deliverables from the Health & Wellbeing Board Better Care Fund plan.

The completed return will require sign off by the Health & Wellbeing Board.

A completed return must be submitted to the Better Care Support Team inbox (england.bettercaresupport@nhs.net) by midday on 28th August 2015

This Excel data collection template for Q1 2015-16 focuses on budget arrangements, the national conditions, payment for performance, income and expenditure to and from the fund, and performance on local metrics. It also presents an opportunity for Health and Wellbeing Boards to register interest in support. Details on future data collection requirements and mechanisms will be announced ahead of the Q2 2015/16 data collection.

To accompany the quarterly data collection Health & Wellbeing Boards are required to provide a written narrative into the final tab to contextualise the information provided in this report and build on comments included elsewhere in the submission. This should include an explanation of any material variances against planned performance trajectories as part of a wider overview of progress with the delivery of plans for better care.

### Content

The data collection template consists of 9 sheets:

Validations - This contains a matrix of responses to questions within the data collection template.

- 1) Cover Sheet this includes basic details and tracks question completion.
- 2) Budget arrangements- this tracks whether Section 75 agreements are in place for pooling funds.
- 3) National Conditions checklist against the national conditions as set out in the Spending Review.
- 4) Non-Elective and Payment for Performance this tracks performance against NEL ambitions and associated P4P payments.
- 5) Income and Expenditure this tracks income into, and expenditure from, pooled budgets over the course of the year.
- **6) Local metrics** this tracks performance against the locally set metric and locally defined patient experience metric in BCF plans.
- 7) Understanding support needs this asks what the key barrier to integration is locally and what support might be required.
- 8) Narrative this allows space for the description of overall progress on plan delivery and performance against key indicators.

### **Validations**

This sheet contains all the validations for each question in the relevant sections.

All validations have been coloured so that if a value does not pass the validation criteria the cell will be Red and contain the word "No" and if they pass validation they will be coloured Green and contain the word "Yes".

## 1) Cover Sheet

On the cover sheet please enter the following information:

The Health and Well Being Board

Who has completed the report, email and contact number in case any queries arise

Please detail who has signed off the report on behalf of the Health and Well Being Board.

Question completion tracks the number of questions that have been completed, when all the questions in each section of the template have been completed the cell will turn green. Only when all 8 cells are green should the template be sent to england.bettercaresupport@nhs.net

## 2) Budget Arrangements

This plays back to you your response to the question regarding Section 75 agreements from the 2014-15 Q4 submission and requires 2 questions to be answered. Please answer as at the time of completion. If you answered 'Yes' previously you can selection 'Not Applicable' this time.

If your previous submission stated that the funds had not been pooled via a Section 75 agreement, can you now confirm that they have? If the answer to the above is 'No' please indicate when this will happen

### 3) National Conditions

This section requires the Health & Wellbeing Board to confirm whether the six national conditions detailed in the Better Care Fund Planning Guidance are still on track to

It sets out the six conditions and requires the Health & Wellbeing Board to confirm 'Yes', 'No' and 'No - In Progress' that these are on track. If 'No' or 'No - In Progress' is selected please provide a target date when you expect the condition to be met. Please detail in the comments box what the issues are and the actions that are being taken to meet the condition.

'No - In Progress' should be used when a condition has not been fully met but work is underway to achieve it by 31 March 2016. Full details of the conditions are detailed at the bottom of the page.

## 4) Non-Elective and Payment for Performance

This section tracks performance against NEL ambitions and associated P4P payments. The latest figures for planned activity and costs are provided along with a calculation of the payment for performance payment that should have been made for Q4. Three figures are required and one question needs to be answered: Input actual Q1 2015-16 Non-Elective performance (i.e. number of NELs for that period) - Cell L12

Input actual value of P4P payment agreed locally - Cell D23

If the actual payment locally agreed is different from the quarterly payment taken from above please explain in the comments box Input actual value of unreleased funds agreed locally

This section also requires indication of the area of spend that unreleased funds have been spent on for Q4 and Q1 using a drop-down list. If no funds were left unreleased hen 'Not Applicable' should be selected.

## 5) Income and Expenditure

This tracks income into, and expenditure from, pooled budgets over the course of the year. This requires provision of the following information:

Planned and forecast income into the pooled fund for each quarter of the 2015-16 financial year

Confirmation of actual income into the pooled fund in Q1

Planned and forecast expenditure from the pooled fund for each quarter of the 2015-16 financial year

Confirmation of actual expenditure into the pooled fund in Q1

Figures should reflect the position by the end of each quarter. It is expected that planned income and planned expenditure figures for Q4 2015-16 should equal the total pooled budget for the Health and Wellbeing Board.

There is also an opportunity to provide a commentary on progress which should include reference to any deviation from plan.

### 6) Local metrics

This tab tracks performance against the locally set metric and locally defined patient experience metric submitted in approved BCF plans. In both cases the metric is set out as defined in the approved plan for the HWB and the following information is required for each metric:

Confirmation that this is the same metric that you wish to continue tracking locally

Confirmation of planned performance for each quarter of 2015-16 (against the metric being tracked locally - whether the same as within your plan or not)

Confirmation of actual performance for Q1 2015-16 (against the metric being tracked locally - whether the same as within your plan or not)

Commentary on progress against the metric and details of any changes to the metric including reference to reasons for changing

## 7) Understanding Support Needs

This asks what the key barrier to integration is locally and what support might be required in delivering the six key aspects of integration set out previously. This section builds upon the information collected through the BCF Readiness Survey in March 2015. HWBs are asked to:

Confirm which aspect of integration they consider the biggest barrier or challenge to delivering their BCF plan

Confirm against each of the six themes whether they would welcome any support and if so what form they would prefer support to take

There is also an opportunity to provide comments and detail any other support needs you may have which the Better Care Support Team may be able to help with.

## 8) Narrative

In this section HWBs are asked to provide a brief narrative on overall progress in delivering their Better Care Fund plans at the current point in time with reference to the information provided within this return.

## Better Care Fund Template Q1 2015/16

## **Data collection Question Completion Validations**

				Who has signed off the report
Health and Well Being				on behalf of the Health and
Board	completed by:	e-mail:	contact number:	Well Being Board:
Yes	Yes	Yes	Yes	Yes

nts
S.75 pooled budget in the
Q4 data collection? and all
dates needed

### **National Conditions**

			Are the 7 day services to support patients being discharged and prevent			Information	5) Is a joint approach to assessments and care planning taking place and where funding is	
			unnecessary admission at	i) Is the NHS Number being	ii) Are you pursuing open			impact of changes in
				used as the primary identifier				the acute sector in
	agreed?	protected?	delivering?	for health and care services?	speak to each other)?	Caldicott 2?	accountable professional?	place?
No - In Progress)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
If the answer is "No" or "No -								
In Progress" estimated date								
if not already in place								
(DD/MM/YYYY)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Comment	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

### Non-Elective and P4P

Actual Q1 15/16	Actual payment locally agreed	Comments	Any unreleased funds were used for: Q4 14/15	Any unreleased funds were used for: Q1 15/16
Yes	Yes	Yes	Yes	Yes

### I&E (2 parts)

I&E (2 parts)						
		Q1 2015/16	Q2 2015/16	Q3 2015/16	Q4 2015/16	Please comment if there is a difference between the total yearly plan and the pooled fund
Income to	Plan	Yes	Yes	Yes	Yes	Yes
	Plan					
	Forecast	Yes	Yes	Yes	Yes	
	Forecast					
	Actual	Yes				
	Actual					
Expenditure From	Plan	Yes	Yes	Yes	Yes	Yes
Expenditure From	Plan					
	Forecast	Yes	Yes	Yes	Yes	
	Forecast					
	Actual	Yes				
	Actual					
	Commentary	Yes				

## **Local Metrics**

	Same local performance metric in plan?	If the answer is No details				
	Yes	Yes				
	Plan	Plan	Plan	Plan	Actual	Actual
	Q4 14/15	Q1 15/16	Q2 15/16	Q3 15/16	Q4 14/15	Q1 15/16
Local performance metric						
plan and actual	Yes	Yes	Yes	Yes	Yes	Yes
Commentary	Yes			-	-	-
	Same local performance metric	If the answer is No	7			
	Same local performance metric in plan?	If the answer is No details	]			
			]			
	in plan?	details	Plan	Plan	Actual	Actual
	in plan? Yes	details Yes		Plan Q3 15/16	Actual Q4 14/15	Actual Q1 15/16
Local patient experience	in plan? Yes Plan	details Yes Plan	Plan			
Local patient experience plan and actual	in plan? Yes Plan	details Yes Plan	Plan			

## Understanding Support Needs

Area of integration greatest		
challenge	Yes	
	Interested in support?	Preferred support medium
Leading and Managing		
successful better care		
implementation	Yes	Yes
<ol><li>Delivering excellent on</li></ol>		
the ground care centred		
around the individual	Yes	Yes
Developing underpinning integrated datasets and		
information systems	Yes	Yes
Aligning systems and sharing benefits and risks	Yes	Yes
<ol><li>Measuring success</li></ol>	Yes	Yes
Developing organisations to enable effective collaborative health and social care working		
relationships	Yes	Yes

appropriate	5) Is a joint approach to		
e controls	assessments and care planning taking place and where funding is being used for integrated packages of care, is there an accountable professional?	impact of changes in the acute sector in place?	
	Yes Yes	Yes Yes	
	Yes	Yes	
	ı		

**Cover and Basic Details** 

Q1 2015/16

Health and Well Being Board	Shropshire		
completed by:	Samantha Tilley		
E-Mail:	samantha.tilley@shropshireccg.nhs.uk		
Contact Number:	01743 277500		
Who has signed off the report on behalf of the Health and Well Being Board:	Caron Morton, Accountable Officer Shropshire CCG, H&WBB Vice		

Question Completion - when all questions have been answered and the validation boxes below have turned green you should send the template to england.bettercaresupport@nhs.net saving the file as 'Name HWB' for example 'County Durham HWB'

	No. of questions answered
1. Cover	5
2. Budget Arrangements	1
3. National Conditions	24
4. Non-Elective and P4P	5
5. I&E	21
6. Local metrics	18
7. Understanding Support Needs	13
8. Narrative	1

# **Budget Arrangements**

Selected Health and Well Being Board:	
Shropshire	]
Data Submission Period:	
Q1 2015/16	]
Budget arrangements	1
- Duuget arrangements	J
Have the funds been pooled via a s.75 pooled budget?	Υe
If it has not been previously stated that the funds had been pooled can you now	
confirm that they have?	
If the answer to the above is 'No' please indicate when this will happen (DD/MM/YYYY)	
· · · ·	

## **Footnotes:**

Source: For the S.75 pooled budget question which is pre-populated, the data is from the Q4 data collection previously filled in by the HWB.

### **National Conditions**

Please select
Yes
No
No - In Progress

Selected Health and Well Being Board:
Shropshire
Data Submission Period:
Q1 2015/16
National Conditions

The Spending Round established six national conditions for access to the Fund.

Please confirm by selecting 'Yes', 'No' or 'No - In Progress' against the relevant condition as to whether these are on track as per your final BCF plan.

Further details on the conditions are specified below.

If 'No' or 'No - In Progress' is selected for any of the conditions please include a date **and** a comment in the box to the right

		ir the answer is	
		"No" or "No - In	
		Progress" please	
		enter estimated	
		date when	
		condition will be	
	Please Select (Yes,	met if not already in	n
	No or No - In	place	
Condition	Progress)	(DD/MM/YYYY)	Comment
1) Are the plans still jointly agreed?	Yes		
Are Social Care Services (not spending) being protected?	Yes		
Are the 7 day services to support patients being discharged and prevent unnecessary	No - In Progress	Mar-1	6 Currently all providers have been asked to provide 7 day services plans, whilst these are being developed none have been completed to date. There is a local multi agency working group
admission at weekends in place and delivering?			overseeing this workstream which includes national 7 day facilitators both in a managerial and medical capacity. A mapping exercise is taking place across the county to establish a gap
4) In respect of data sharing - confirm that:			
	Yes		
i) Is the NHS Number being used as the primary identifier for health and care services?			
ii) Are you pursuing open APIs (i.e. systems that speak to each other)?	Yes		
iii) Are the appropriate Information Governance controls in place for information sharing	Yes		
in line with Caldicott 2?			
	Yes		
5) Is a joint approach to assessments and care planning taking place and where funding is			
being used for integrated packages of care, is there an accountable professional?			
	Yes		
6) Is an agreement on the consequential impact of changes in the acute sector in place?			

### National conditions - Guidance

The Spending Round established six national conditions for access to the Fund:

### 1) Plans to be jointly agreed

The Better Care Fund Plan, covering a minimum of the pooled fund specified in the Spending Round, and potentially extending to the totality of the health and Wellbeing Board area, should be signed off by the Health and Wellbeing Board itself, and by the constituent Councils and Clinical Commissioning Groups. In agreeing the plan, CCGs and councils should engage with all providers should engage with all providers ilkely to be affected by the use of the fund in order to achieve the best outcomes for local people. They should develop a shared view of the future shape of services. This should include an assessment of future capacity and workforce requirements across the system. The implications for local providers should be set out clearly for Health and Wellbeing Board itself.

### 2) Protection for social care services (not spending)

Local areas must include an explanation of how local adult social care services will be protected within their plans. The definition of protecting services is to be agreed locally. It should be consistent with 2012 Department of Health guidance to NHS England on the funding transfer from the NHS to social care in 2013/14: https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/213223/Funding-transfer-from-the-NHS-to-social-care-in-2013-14.pdf

### 3) As part of agreed local plans, 7-day services in health and social care to support patients being discharged and prevent unnecessary admissions at weekends

Local areas are asked to confirm how their plans will provide 7-day services to support patients being discharged and prevent unnecessary admissions at weekends. If they are not able to provide such plans, they must explain why. There will not be a nationally defined level of 7-day services to support patients being discharged and prevent unnecessary admissions at weekends. If they are not available to facilitate it. The recent national review of urgent and emergency care sponsored by Sir Bruce Keogh for NHS England provided guidance on establishing effective 7-day services within estring resources.

### 4) Better data sharing between health and social care, based on the NHS number

The safe, secure sharing of data in the best interests of people who use care and support is essential to the provision of safe, seamless care. The use of the NHS number as a primary identifier is an important element of this, as is progress towards systems and processes that allow the safe and timely sharing of information. It is also vital that the right cultures, behaviours and leadership are demonstrated locally, fostering a culture of secure, lawful and appropriate sharing of data to support better care.

Local areas should:

- confirm that they are using the NHS Number as the primary identifier for health and care services, and if they are not, when they plan to;
- confirm that they are pursuing open APIs (i.e. systems that speak to each other); and
- ensure they have the appropriate Information Governance controls in place for information sharing in line with Caldicott 2, and if not, when they plan for it to be in place.

NHS England has already produced guidance that relates to both of these areas. (It is recognised that progress on this issue will require the resolution of some Information Governance issues by DH).

### 5) Ensure a joint approach to assessments and care planning and ensure that, where funding is used for integrated packages of care, there will be an accountable professional

Local areas should identify which proportion of their population will be receiving case management and a lead accountable professional, and which proportions will be receiving self-management help - following the principles of person-centred care planning. Dementia services will be a particularly important priority for better integrated health and social care services, supported by accountable professionals. The Government has set out an ambition in the Mandate that GPs should be accountable for co-ordinating patient-centred care for older people and those with complex needs.

### 6) Agreement on the consequential impact of changes in the acute sector

Local areas should identify, provider, what the impact will be in their local area, including if the impact goes beyond the acute sector. Assurance will also be sought on public and patient and service user engagement in this planning, as well as plans for political buy-in. Ministers have indicated that, in line with the Mandate requirements on achieving parity of esteem for mental health, plans must not have a negative impact on the level and quality of mental health services.

### Better Care Fund Revised Non-Elective and Payment for Performance Calculations

Selected Health and Well Being Board:	Shropshire					1																					
		Ba	iseline				Plan			,	ictual				Planned Absorbed indica	lute Reduction te the plan is la	(cumulative) [n	igative values		Maximum Qui	arterly Payment			Performance a	ngainst baseline		Suppost
	Q4 13/14	01 14/15	Q2 14/15	Q3 14/15	Q4 14/15	Q1 15/16	Q2 15/16	Q3 15/16	Q4 14/15	Q1 15/16	Q2 15/16	% change [negative values indicate the plan is larger than the baseline]	in non elective performance	Performance Fund Available	Q4 14/15		Q2 15/16	Q3 15/16	04 14/15	01 15/16	02 15/16	03 15/16	04 14/15	Q1 15/16		Q4 14/15 C	Q1 15/
D. REVALIDATED: HWB version of plans to be used for future monitoring	7,25	2 7,2	27 6,93	3 7,44	7,252	7,14	8,55	6,68	7,191	7,42	<u> </u>	4.4%	1,26	£1,877,40	0 (	8	498	1290	£C	£125,160	£816,860	£1,135,380	53	-202	_	20	
Which data source are you using in section DP (MAR), SUS, Other)  Cost per non-elective activity	MAR £1,49		If other pleas	e specify																							
Quarterly payment taken from Jabone  Actual payment taken from Jabone	Q4 14/15 £	Total Pay Q1 15/16 0 9	Q2 15/16 E0	Q3 15/16																							
If the actual payment locally agreed is different from the quarterly payment taken from above please explain in the comments box (max 750 characters)	payments are	in line with plan	1																								
Suggest amount of unreleased funds actual amount of foodly agreed unreleased funds	Q4 14/15 £		Q2 15/16 60	Q3 15/16																							
	Q4 14/15	Q1 15/16	Q2 15/16	Q3 15/16																							

Factorists:

Source for the Basinine, Plans, data source, locally agreed payment and cost per non-elective activity which are pre-populated, the data is from the Better Care Fund Revised Non-Elective Targets -Q4 Playlands and Fund Fund Fund Callection previously filted in by the HYMX. This includes all data received from HYMS as at 15thm on 6th August 2015. Please note that the data has not been cleaned and limited validation has been understand.

# Plan, forecast, and actual figures for total income into, and total expenditure from, the fund for each quarter to year end (in both cases the year-end figures should equal the total pooled fund)

Selected Health and Well Being Board:	Shropshire					I	
Income							
		Q1 2015/16	Q2 2015/16	Q3 2015/16	Q4 2015/16	Total Yearly Plan	Pooled Fund
	Plan	£5,437,500	£5,437,500		£5,437,500		
Please provide , plan , forecast, and actual of total income into	Forecast	£5,437,500 £5,682,250			£5,437,500 £5,891,567		£21,750,000
the fund for each quarter to year end (the year figures should equal the total pooled fund)	Actual*	£5,682,250		£5,373,046	25,691,567		
Equal the total pooled famuly	Actual	£5,002,200					
Please comment if there is a difference between the total yearly							
plan and the pooled fund							
Expenditure							
		Q1 2015/16	Q2 2015/16	Q3 2015/16	Q4 2015/16	Total Yearly Plan	Pooled Fund
	Plan	£5,437,500	£5,437,500	£5,437,500	£5,437,500	£21,750,000	£21,750,000
Please provide , plan , forecast, and actual of total expenditure from the fund for each quarter to year end (the year figures	Forecast	£4,475,755	£5,283,453	£5,775,211	£6,293,732		
should equal the total pooled fund)	Actual*	£4,648,000					
Please comment if there is a difference between the total yearly plan and the pooled fund							
-							
Commentary on progress against financial plan:	Progress aga being addres	inst plan shows that the sed and are at present	e fund is currently on to forecast to come in on	rack. Where pressures plan by the end of the	have bne identified in year	reation to individual sch	emes these are
, , , , , , , , , , , , , , , , , , , ,					•		

### Footnote:

Actual figures should be based on the best available information held by Health and Wellbeing Boards. Source: For the pooled fund which is pre-populated, the data is from a Q4 collection previously filled in by the HWB.

## Local performance metric and local defined patient experience metric

Selected Health and Well Being Board:	Shropshire							
Local performance metric as described in your approved BCF plan	Number of peo		un-planned) to	Redwoods Ho	spital with a d	liagnosis of der	nentia as a prop	portion of those
Is this still the local performance metric that you wish to use to track the impact of your BCF plan?	Yes	i						
If the answer is no to the above question please give details of the local performance metric being used (max 750 characters)								
	0.4.4.445		an	00 45 44	0.1.1.4.5		Actual	00 45 45
Local performance metric plan and actual	Q4 14/15	Q1 15/16	Q2 15/16	Q3 15/16	Q4 14/15 0	Q1 15/16	Q2 15/16	Q3 15/16
Local performance metric pian and actual			ا	U .	U .	U	U	
Please provide commentary on progress / changes:	Mental Health characteristics, payment. The of patients adm	Services. Men and are a way numerator figur	tal Health Care of classifying re that is now p	Clusters are individuals util	21 groupings lising Mental I SU for the den	of Mental Heal Health Services nentia metric ha	that forms the l	basis for the "numbers
Local defined patient experience metric as described in your approved BCF plan							alth Survey) Thi ntact in case of	is measures the f a MH crisis
Is this still the local defined patient experience metric that you wish to use to track the impact of your BCF plan?	Yes							
If the answer is no to the above question please give details of the local defined patient experience metric now being used (max 750 characters)								
		DI	an				Actual	
	Q4 14/15	Q1 15/16	Q2 15/16	Q3 15/16	Q4 14/15	Q1 15/16	Q2 15/16	Q3 15/16
Local defined patient experience metric plan and actual:	(		0 7		0	0	0	
	In line with the and therefore repercentage figure	eports only one	ce at a fixed pir	nt in each year	r. The informa	tion set out in t	ne table above	(as a

Source: For the local performance metric which is pre-populated, the data is from a local performance metric collection previously filled in by the HWB. For the local defined patient experience metric which is pre-populated, the data is from a local patient experience previously filled in by the HWB.

## Support requests

Selected Health and Well Being Board:	Shropshire

Which area of integration do you see as the greatest challenge or barrier to the successful implementation of your Better Care plan (please select from dropdown)?

1.Leading and Managing successful better care implementation

Please use the below form to indicate whether you would welcome support with any particular area of integration, and what format that support might take.

			Comments - Please detail any other support needs you feel you have that you feel the Better Care Support Team may be able to
Theme	Interested in support?	Preferred support medium	help with.
Leading and Managing successful better care implementation	Yes	Workshops or other face to face learning opportunities	system approach. Support would be helpful in relation to sharing of best practice or innovation from other areas that have had success in implementing 7 day services in both acute and community settings (including primary care and social care). Also it has
Delivering excellent on the ground care centred around the individual	No		
Developing underpinning integrated datasets and information systems	No		
Aligning systems and sharing benefits and risks	Yes	Workshops or other face to face learning opportunities	
5. Measuring success	Yes	Workshops or other face to face learning opportunities	
Developing organisations to enable effective collaborative health and social care working relationships	Yes		be shared from areas who have made improvements in this area. In particular other areas across the country who have implemented the "Breaking the Cycle" initiative and what they learned and any implementation plans for change.

## <u>Narrative</u>

Selected Health and Well Being Board:	
Shropshire	
Data Submission Period:	
Q1 2015/16	
Narrative Remaining Cha	racters 32,20
	32,2
Please provide a brief narrative on overall progress in delivering your Better Care Fund plan at the current point in time with referen	nce to the information
provided within this return where appropriate.	
During Q2 Work has continued on implementing the BCF schemes which remain largely on track. Work has also begun on refining o	
and further streamlining processes and procedures across the Council and CCG to use the opportunity the BCF presents to best effe	
been outlined to begin work on developments for 2016/17. Of note are the comments contained in the Local metric section of this	template which sets
out the current developments in relation to monitoring these metrics which were originally set as annual targets.	