

Appendix 1

Overview of the SAP Do Once and Share Project

1. Project Methodology

The first meeting of the core group was on 19th September 2005. Additional members of the core group were recruited following this meeting to ensure the best possible coverage of the regional clusters and that there was the correct expertise on the core team. The core group meet monthly until the end of the project in March 2006; a total of 7 times. The membership of the core team is given in annexe 1.1 to this report. In addition, other people had a major input to the preparation of the final report and they are also listed in Annexe 1.1.

From the objectives of the project four themes and one activity were identified viz:

Themes

SAP Vision and Care Pathway
E-SAP implementation
SAP Community
SAP and Complex Assessments

Activity

Conference/Workshop organisation

The members of the core group divided into five sub groups to research the issues involved in the themes and to report against the project deliverables. The assignment of deliverables to sub-groups is shown in Annexe 1.2

2. Reporting

Each sub-group reported separately and their full reports are appended to the final report. The findings have been consolidated into the project report pro-forma. The research provided current information on the deliverables but the timescale restricted the survey coverage and the analysis of the data. The research also delivered important additional information and results and these are reported under the outputs of the project.

Two conferences/workshops were organised during the project. One was organised by the SAP Vision and Care Pathway sub-group on 13th December 2005 and one organised for the project as a whole on 3rd February 2006. The objective of both conference/workshops was to present the results of the research to as wide an audience as possible and review the research findings. In addition, the project workshop recruited individuals to a National SAP Reference Group. The conference organised by the SAP Vision and Care Pathway sub-group is reported in Appendix 2. The project conference is reported in Appendix 6.

84 delegates attended the project conference on 3rd February at Skipton House, London. The feedback from the conference was positive but confirmed that there is a lot more work to be done.

Three workshops were run covering respectively SAP Vision and Care Pathway, E-SAP implementation and SAP and Complex Assessments. No new issues emerged at the conference but it gave an opportunity to test out the findings with another group of people. The reports from the workshops are contained in the reports from the sub-groups. Attendees at the workshop were all asked to comment on the ways of creating and sustaining a SAP community and the usefulness of the Centre for Policy on Ageing SAP resource website in particular. There was universal agreement that the CPA website was the correct approach but that it needed to be extended and expanded.

The presentations made at these conferences can be found on the Centre for Policy on Ageing SAP resource website (www.cpa.org.uk/sap). People who have contributed to the website in the past were approached via e-mail and asked if they wanted to comment on the material presented. The survey instruments developed as part of this study are also available on the website to help people send information about their local SAP implementation to the resource centre.

Annexe 1.1

Membership of Core Group and Sub- Groups

Name	Affiliation	Sub-Group
Beverly Castleton (BAC)	DOAS SAP joint Chair, Southern Cluster SAP Chair, London and Southern Cluster SAP Chair, CRDB SAP Action Team	Lead SAP and Complex Assessments
Keith Strahan (KS)	DOAS SAP joint Chair, Older People/SAP Best Practice Process Design Lead Co-Chair Pan London SAP Leads Joint Manager, Single Assessment Process, Hounslow	Joint Lead SAP Process and SAP and Complex Assessments
Gillian Crosby (GC)	Director, Centre for Policy on Ageing	Lead SAP Community E-SAP Implementation

Richard Carthew (RC)	CRDB SAP Action Team. CfH Interim Solutions	SAP and Complex Assessments
Ian Swanson (IS)	ADSS ASAP Management Group, London Interim Solution	Joint Lead SAP Process
Jan Hoogewerf (JH)	CRDB SAP Action Team	SAP Process, E-SAP Implementation
David McNally (DM)	Service Modernisation manager (Older People) Trafford PCTs	Lead E-SAP Implementation
Richard Allen (RA)	Southern Cluster SAP Lead	SAP Process
Liz Lawler (LL)	CRDB SAP Action Team, Policy Manager, Digital Information & Health Policy, NHS Connecting for Health	SAP Process, Conference/Workshop
Judith Whittam (JW)	CRDB SAP Action Team, Health and Social Care Change Agent Team - Part of Care Services Improvement Partnership (CSIP)	SAP and Complex Assessments
Carol Stamper (CS)	Best Practice Process Design Lead for Primary and Community Care	SAP and Complex Assessments
Mary Riches (MR)	SAP Partnership Manager, N&E Yorkshire and N Lincolnshire Workforce Development Confederation (representing NE cluster)	SAP Process
Sally Bassett (SB)	Nursing Advisor to the Long Term Conditions Policy Team DH	SAP and Complex Assessments

The people listed in the following table also made an important contribution to the final report.

Name	Affiliation	Sub-Group
Jenny Stephany	Independent healthcare consultant	SAP and Complex Assessments
Deborah Sturdy	Department of Health	SAP and Complex Assessments
David Allan-Smith	Southend on Sea PCT	E-SAP Implementation
Nat Lievesley	Centre for Policy on Ageing (CPA)	SAP Community

Annexe 1.2 Assignment of Deliverables to Sub-groups

Action	Workpackage Short Title	Task List Ref.	Members
1	Vision and pathway	1,2,8	IS, KS, RA, JH, MR, LL
2	Current implementations	4,6	DM, JH, GC,
3	SAP Network	9	GC, Project Manager
4	Triggering into comprehensive assessments	3,7	BAC, CS, SB, JW, RC
5	Conference	10	Project Manager, LL