Annexe 1

Membership of the 'SAP Community' subgroup:

Gillian Crosby, Director, Centre for Policy on Ageing
Richard Curry, DOAS SAP Action Team project manager
Nat Lievesley, IT Manager, Centre for Policy on Ageing

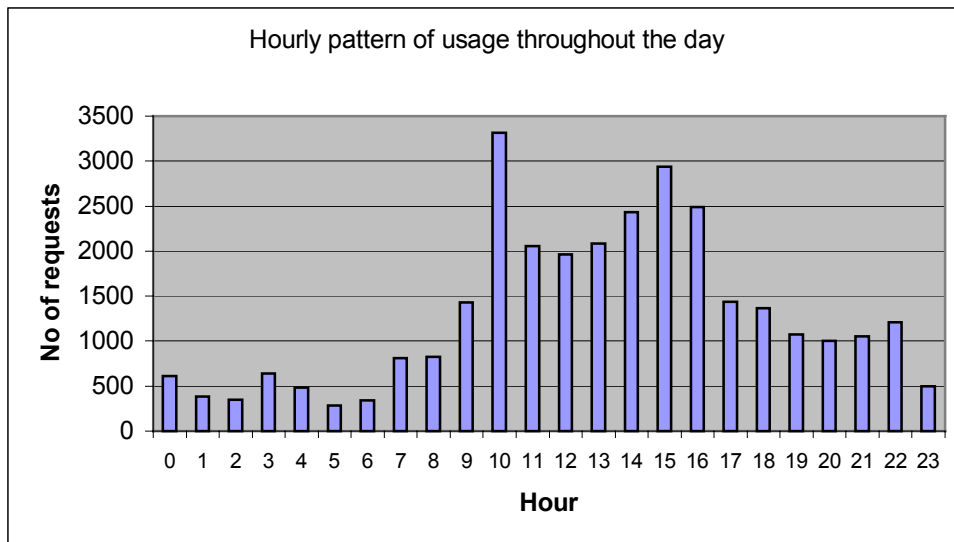**Workplan of subgroup (4 November 2005):**

1.   Expand knowledge of existing SAP 'community' of interest

2.   Track current and new issues of concern via the 'community' as
identified on the discussion forum and SAP community enquiries database

3.   Identify and expand particular areas of knowledge and practice on the
SAP resource e.g. IT; telecare; long term conditions

4.   Collaborate with PSSRU (David Challis) evaluation of SAP in order to
identify and describe the illustrative practice emanating from the study via the
on-line resource

5.   Explore how the clinical reference and best practice groups being
established through NHS Connecting for Health could make use of the
resource to support their activities.

6   Promote and make visible the on-line resource on NeLH

7.   Ensure DOAS is engaged with the resource in order to feedback for
future development

8.   Continue to connect with and identify other related initiatives, web-sites,
materials

9.   Make recommendations on sustaining the on-line resource in order to
promote learning and share practice across the 'community'

The views of core group members and attendees at the conference in February
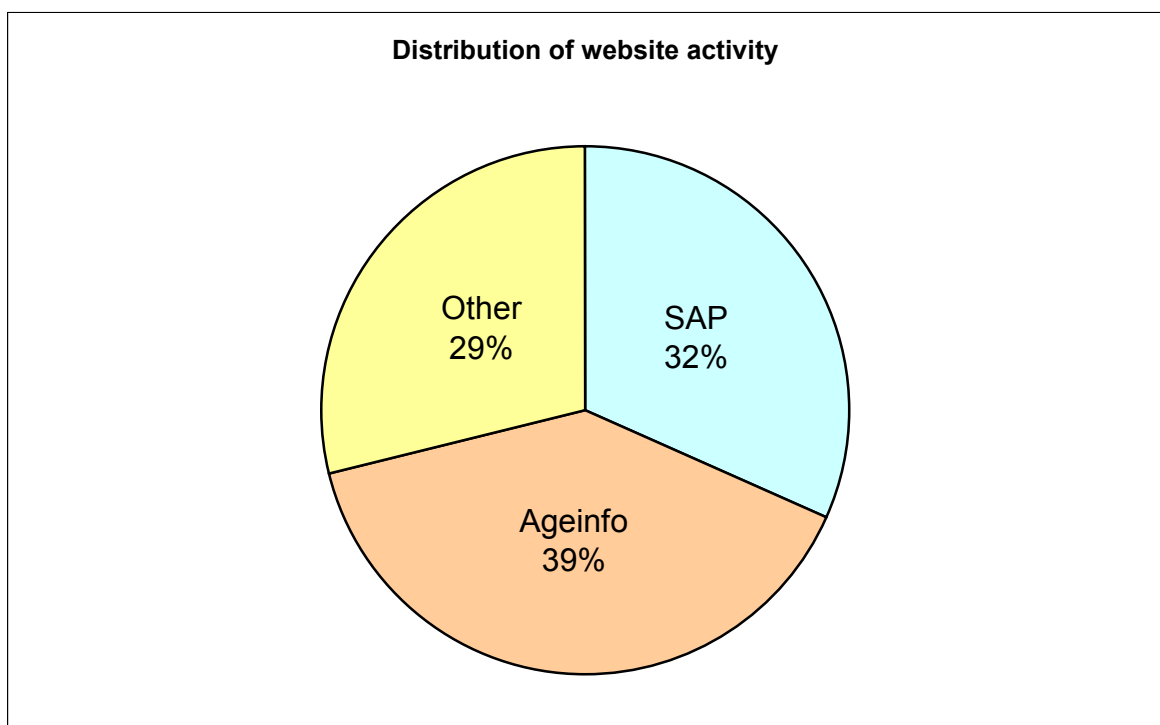2006 (and at SG 1workshop in December 2005) will be sought to inform this
process.

Annexe 2

Illustrative CPA Web site statistics 29th Jan - 6th Feb 2006

Average successful requests per day: 4,439

Summary of the distribution of requests for web pages

Search Engine terms used to access the site

Top 30 query words used to find the site, by the number of requests, sorted by the number of requests.

Requests	Term	Requests	Term	Requests	Term	Requests	Term
194	care	77	process	55	health	34	home
178	assessment	73	single	47	centre	32	services
117	sap	71	policy	47	homes	32	cpa
117	for	70	people	43	age	32	mental
115	in	67	social	42	old	30	nhs
86	and	65	older	40	nursing	28	a
82	ageing	59	the	37	residential		
80	of	56	on	36	uk		

Annexe 3

The SAP Community

Self declared roles of registered users of the Single Assessment Process Discussion Forum.

SAP forum administrator, CPA
Advisor to DH on SAP,
SAP Lead, Joint post Social Services/PCT Greenwich
Local Implementation Officer, Joint Appt Sefton
SAP Best Practice Lead , NHS Connecting for Health -London
Team Manager, Sheffield Social Services
Senior Consultant, Central Consultancy and Training
Independent Consultant and Researcher, Freelance
Single Assessment Project Manager, North East Lincolnshire Council + PCT
Service Development Officer, Halton Borough Council
sap coordinator, East Morelands
Development Worker- Older People's Services, ADSS Network Older People- West Midlands
Community Services Quality Development Manager, Crawley PCT
Policy Manager, Help the Aged
Independent Trainer,
Policy and Research Manager, Tower Hamlets Social Services
NSF for Older People Implementation Manager, Heart of England NHS Foundation Trust
Sheltered housing consultant, Self-employed and ERoSH trustee
Care Practice + Policy Advisor, Islington SS/PCT
SAP trainer, AAW tPCT/Horsham&Chanctonbury PCT
SAP Project Manager, St Helens PCT/SSD
SAP Project Co-ordinator, North Yorkshire Social Services
Development Officer Assessment&Care Management, Royal Borough Kingston
Project and Practice Development Officer, East Riding of Yorkshire Council
Care Manager, London borough of Richmond
Project Manager SAP, Calderdale and Huddersfield NHS Trust
Reader in Social Work Studies, University of Southampton
SAP Project Manager, St Helens and Knowsley Hospitals Trust
SAP Project Lead , Avon Gloucester + Wiltshire Strategic Health Authority
SAP Project Manager, North Somerset Council + Social Services
SAP Partnership Manager, NEYNL WDC
Senior Consultant, Accenture
Research Fellow, King's College London
PCIS PROFESSIONAL COORDIONATOR, ULSTER COMMUNITY AND HOSPITALS TRUST
Single Assessment Project Manager, Westminster Primary Care Trust
Project Lead/ Residential Best Practices, Interior Health
Student, Student
Director Long term Care Access Centre, Winipeg Regional Health Authority
Programme Manager Older People's Services, Staffordshire County Council
Chairman , Morecambe Bay Hospitals NHS Trust

Service Manager, South Wiltshire Primary Care Trust
mental health domain specialist, CSC Alliance
Training + management consultant, independant
SAPlead, Herefordshire PCT
SAP Facilitator, Harrow Council and Harrow PCT
Business Support, North Yorkshire CC Social Services
Senior Logistic Consultant, No one
Nurse Manager, CNWL
Pilot Facilitator, Northants Heartlands PCT
Joint Community Strategy Manager, Hambleton and Richmondshire PCT
Project Manager, Hounslow Social Services
SAP Project Assistant, South Downs NHS Trust&Brighton&Hove City Council
recruitment consultant, Lexus ca
Superintendent Physiotherapist, East Lancs Trust
Service Planning Manager, Eastern Leicester primary Care Trust
Policy Officer, Blackpool Council
Single Assessment Project Manager, Royal Borough of Kingston upon Thames
Consultant in health+social care, Self employed
Senior SAP finance consultant, Atos Origin UK
Project Manager, London Borough of Hounslow
Strategic Project Manager, LB Tower Hamlets
Clinical Co ordinator, NHS Argyll + Clyde
tPCT Education Facilitator, NHS
Practice Development Advisor 'Older People', Sheffield Teaching Hospitals NHS
Foundation Trust
Senior Research Fellow, University of Hertfordshire
Team manager / SAP Business Lead, Sunderland City Council
District Nursing Team Leader/SAP Facilitator, SNPCT
Social Worker, Staffordshire
Project Manager Single Assessment Process, Dudley health and social care
community
SAP Project Lead, Wandsworth Primary Care Trust
Team Manager- Projects, West Sussex Social and Caring Services
Sister, The Hillingdon Hospital NHS Trust
SAP Project Lead + RTPCT / SSDH, RTPCT/ SSDH
SAP Planning and Project Manager, Derbyshire Social Services
SAP project manager, Nottingham city council
SAP project support, Horsham + Chanctonbury PCT
Project Manager, Tower Hamlets
SAP Administrator, London Borough Tower Hamlets
Student, Northumbria University
SAP Project Manager, East Sussex health and social care
Planning Officer, Bury
SAP Lead , Hillingdon
Staff nurse, United Lincolnshire Hospitals NHS Trust
Independent Health and Social Care Consultant, Self Employed
Management Trainee, Bristol CC
Business Analyst, Oxfordshire County Council
Member Change agent team, DH

Service Improvement Lead for older people mental health across London, London development centre
SAP Lead Learning and Development, Staffordshire County Council
Community Matron, Islington PCT
Community Matron, Islington PCT
Single Assessment Process Project Manager, Wolverhampton PCT
Continuing Care Nurse Manager, Islington PCT
Business Analyst, Lancashire County Council
Staff Nurse, Medway PCT
SAP Project Manager, Telford PCT/Borough of Telford and Wrekin
Team Manager, Nottingham City Social Services
Social Care Lead, Connecting for Health London
Senior Nurse Practitioner, West London Mental Health NHS Trust
SAP Learning and Development Coordinator, Hertfordshire Health Informatics Service
Consultant, ASML
Chief Executive, Willowbrook Hospice
Systems Officer, Devon County Council
SAP Training Development Officer, Sunderland Social Services
Community Audit Facilitator, Leicestershire Primary Care Group
SAP L and D lead, Exeter
NHS Funded Monitoring Nurse/SAP Coordinator , Bournemouth Teaching Primary Care Trust
Marketing Manager, Liquidlogic
Older Peoples Policy Officer, Sandwell Joint Health + Social Care Policy Unit
Practice Modernisation coordinator, Sheffield City Council
Community Matron, Eastbourne Downs PCT
Team Manager, Somerset CC
Consultant Psychogeriatrician, AWP
Project Manager-SAP, Oxfordshire County Council
Consultant, Process consulting company
SAP IT Project Manager, Birmingham SAP Project

Annexe 4

The SAP Community

Topics explored on the Discussion Forum

Topic	Messages posted
Black and minority ethnic older people	1
Care Co-ordination Role	2
Client held records	3
Commissioning of service based on sap outcomes of unmet needs	1
Community Matrons	1
Continuing care and long term conditions	5
E-Learning and SAP	1
Electronic implementations of SAP	1
Evaluation of SAP from a user perspective	15
Evaluation of SAP/Lessons Learnt	1
Formby Pilot - SAP for the Elderly - Process & Workflow Study - Sep...	3
GP Involvement	2
Implementing SAP in acute hospitals	3
Integrated Care Plans	1
Integration of SAP with SWIFT	1
Interfaces with social care systems	3
Involvement of Older People in SAP	5
Involvement of service users and carers in SAP	5
Liquidlogic Care Planning	2
Managing NHS Records - posted pp Sue Williams	1
Mobile working & community nursing	3
National SAP Action Team	1
Overview assessment in acute trusts	2
Private and voluntary sector referrals/Contact Assessment	3
Project Management & SAP	1
Retention of SAP Leads .	5
SAP & working with social alarms providers	1

Annexe 5 – The SAP Community

Practitioner and other groups that the SAP resource should be seeking to service

community matrons
GPs
practice nurses
occupational therapists
community psychiatric nurses
district nurses
long term care teams - diabetes, arthritis, etc
falls teams
stroke teams
mental health teams
geriatricians
matrons (hospital)
ward managers
housing managers - local authorities; housing associations; sheltered housing; not for profit
voluntary orgs providing services - Age Concern +
residential care managers
nursing home staff
intermediate care
day care centre managers
social workers
domiciliary care agencies/staff
strategic health authorities
central government
fire and ambulance services
community liaison officers
advocacy groups

Annexe 6 – Reaching out to the SAP Community

The SAP resource has been promoted through professional periodicals and online resources including:

Community Care
Housing Today
Stratagem
Health Service Journal
Working with Older People
Professional Social Work
Nursing Older People
Nursing Standard
Journal of Dementia Care
Registered Homes and Services
Nursing Times
Journal of Integrated Care
BMJ
CILIP Health Libraries Group
Newsletter
Health & Community Care News
Ageing and Health
Quality in Ageing
NHS Magazine
De Havilland news agency
Caring Today
The Health Summary
Social Care Association
Health Matters
IHA Bulletin
Age Concern Information Bulletin

Adage
Doctor
Pulse
Community Practitioner
British Journal of General Practice
Professional Nurse
Alzheimers Disease Society Newsletter
AC Cymru
Journal of Community Nursing
Jef Smith, consultant
CareandHealth -online
Dementia Focus
Third Sector
Caring Times
Mental Health Nursing
Nursing Home Business Magazine
Management Issues in Social Care
Nursing & Residential Care
Social Policy Focus
Community Care Market News
Signpost
Care Home Direct
Hospital Update
Health Manager Today
Generations Review

Information was also distributed at the following conferences:

Independence, wellbeing and choice, the new Green Paper on social care

Providing Housing and Support for Older People

Funding Social Care

Older People, is the NSF delivering effective change?

Nursing and Older People: partners in care

That Bit of Help

Older People: Developing Effective Integrated Services, Improving Independence

Community Care live adult care services
Single Assessment Process: policy, practice and next steps
Power to Older People
Planning, Commissioning & Delivering Integrated Services for Older People
Older Peoples Services
The Age Agenda Conference

There was also a direct mail-out to all Directors of Adult Services.