Strategic Review of Long -Term Supported Accommodation - Action Plan & Gantt Chart

Task	Lead Responsibility	Timescale	Expected Outcomes
1. Strategic Review Development Process			
Identify relevant strategy groups and other relevant stakeholders for consultation	Jo/ Ute	Sept 2007	Stakeholders identified
Formulate Project Plan and Action Plan and Communication Plan	Ute	Nov 2007	Plans drafted and agreed by CB
Provide regular updates of progress to the Core Strategy Development Group and the Commissioning Body	Jo/ Ute	On - going	Quarterly updates on progression
Complete draft report for consultation and present to Core Strategy Development Group	Jo/ Ute	Aug 2008	Draft completed
Produce final report and present to Commissioning Body	Jo/ Ute	Sept 2008	Strategic review completed
2. Strategic Relevance within Localities			
Establish baseline district/ borough supply data	Ute	Oct 2007	Baseline supply data established
Evaluate quarterly PI returns for quarters 16, 17 and 18, to establish • Utilisation • Throughput • Cost per unit and QAF scores	Jo/ Ute	Dec 2007	Establish utilisation and any throughput over time
Design and apply a Task Analysis Survey Questionnaire • Select service users within schemes for application of the questionnaire • Collate data • Evaluate data to analyse level and type of support provided in current provision	Jo / Ute	Jan-Feb 2008	Questionnaire designed and applied and data collated and analysed
Obtain information, and evaluate information obtained, about • service users and service profiling • provider profile • service objectives	Jo/Ute	Oct 2007	Information Obtained and evaluation completed

Task	Lead Responsibility	Timescale	Expected Outcomes
Analyse service accessibility examining • Referrals (referral processes and referral routes/ access arrangements) • Eligibility criteria (including exclusion policies)	Jo/Ute	On - going	Information obtained and evaluated
Analyse need • Update current knowledge • Refine knowledge of need through identification of unmet need • Identify gaps in supply (as well as oversupply)	Jo/Ute	On - going	Evidenced current and potential future need
Map any move-on arrangements	Jo/Ute	On - going	Evidenced any arrangements
3. Consultation			
Incorporate service user consultation into the strategic review process • Carry out consultation with a proportion of service users in long - term accommodation based housing (if required, in conjunction with advocates) • Provide feedback to service users in appropriate formats • Analyse results with regard to scoping the review	Jo/ Ute	Oct-Dec 2007	Consultation carried out and analysed, and incorporated into final report
Incorporate provider consultation into the strategic review process • Establish strategic relevance and priorities (including compliance with Kent Eligibility Policy) • Identify access arrangements and referral systems • Identify any move-on arrangements • Identify unmet needs • Identify any other funding sources, e.g. health, Social Services	Jo/ Ute	Jan-Feb 2008	Consultation completed and incorporated into final report
Incorporate consultation with district/ borough housing departments and other relevant stakeholders (e. g. Health, Adult Social Services, Elected Members in the strategic review process: • Establish strategic relevance and priorities • Identify access arrangements and referral systems • Identify unmet need • Identify funding sources other than Supporting People grant monies	Jo/ Ute	Feb-Jun 2008	Consultation completed and incorporated into final report

Task	Lead Responsibility	Timescale	Expected Outcomes
4. Final Report			
Feed consultation outcomes into final report and draw conclusions. Aggregate the district/ borough conclusions and produce a countywide strategic context. The final report will provide: • A district and countywide view of existing long - term accommodation based services • Evaluation of models of support provision • Evaluation of current provision meeting local / national targets • Evaluation of current provision being compatible with Grant Conditions and the Kent Eligibility Policy • Identification of needs gaps • Identification of priorities for change / development • Impact assessment for any proposed changes	Jo/ Ute	Jun-Jul 2008	Completed analysis of strategic relevance of existing services
5. Contracting Provide the contracts department with the final agreed requirements for the size and scale of the necessary services to form the basis of negotiations with regard to potentially reconfiguring existing services and tendering for potentially new services.	Contracts & Performance & Review Sections	Sept 2007- Mar 2009	Completed implementation of strategic review

Gantt Chart

Task	2007					2008								
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identify strategic groups for consultation		green	red											
Formulate project and action plan			green	red										
Establish baseline supply data from Districts and Boroughs	green	red												
Evaluate quarterly PI returns (16,17 & 18) Utilisation, throughput, cost per unit, QAF grades				green	green	red								
Design, apply & evaluate task analysis questionnaire to: map level and type of support within current provision					green	red	red							
Gather & evaluate information about: Service users and service profiling, provider profiles & service objectives		green	red											
Analyse service accessibility by looking at referral processes/routes & access and eligibility criteria including exclusion policies					green	green	green	green	green	green	green	red		
Update current knowledge, refine knowledge through un-met need & identify under & over supply					green	green	green	green	green	green	green	red		
Map any move - on arrangements					green	green	green	green	green	green	green	red		
Map general care and support arrangements & analyse interdependencies between the two					green	green	green	green	green	green	green	red		
Provide regular updates to the Commissioning Body				green	red		green	red		green	red		green	red
Incorporate Service User consultation in to the process using group meetings & analyse results		green	green		green	red								
Incorporate provider consultation in to the process using individual interviews and analyse results					green	red	red							
Incorporate other stakeholder consultation in to the process using individual meetings and analyse results						green	green	green	green		red	red		
Draft report for consultation											green	green		
Draft report presented to Core Strategy Development Group												green	red	
Final report to Commissioning Body													green	red