

**Minimum data collection for monitoring WYFY through WYFY Partnership.**

Measure Data type	Method of data capture	Responsible for collating	Responsible for reporting	Frequency of collation
<b>Performance targets:</b>				
Number of referrals: <ul style="list-style-type: none"> <li>Total</li> <li>By Locality</li> </ul>	SWIFT Record referrals on UY Referral Form	Everyone to enter on SWIFT complete referrals Planning & Information Team to collate	Team Leaders	Monthly
Number of <b>new</b> UY in reporting period: <ul style="list-style-type: none"> <li>Total</li> <li>By locality</li> </ul>	SWIFT	Planning & Information Team	Executive Managers	Monthly
Number of UY Quality Assured as a % per team leader? As per QA procedure in service area.	New QA tool and SWIFT	Team leader/Deputy will complete the required % as set out in service QA procedure	Executive Managers	Monthly
UY's completed within 21 days (of end of enablement period) <ul style="list-style-type: none"> <li>By locality</li> </ul>	SWIFT	Planning & Information Team	Executive Managers	Percentage of New WYFY Monthly
Transfer summaries to be completed for all cases transferred between care coordinators/managers.	Exceptions reporting through supervision	Care coordinators/managers to report exceptions	Executive Managers	As and when exceptions occur
Number of reviews completed by 6 months	SWIFT	Planning & Information Team	Executive Managers	Monthly
Number of reviews completed on time as a percentage	SWIFT	Planning & Information Team	Executive Managers	
Details of reviews not held on time	Using QA tool and Supervision	Team leaders/Deputy to investigate and report on exceptions	Team Leaders	
<b>Satisfaction Feedback:</b>				
Percentage of those individuals satisfied with the support they receive: <ul style="list-style-type: none"> <li>By SDS Option</li> </ul>	Review tool question	Can we add this to SWIFT or is this too much to ask folk to record. Or Complete a sample of * number of review data collated by ?	Executive Managers	Monthly
Emerging themes in those both satisfied and not satisfied with support. What has worked, what hasn't?	Qualitative narrative data from review tool	Team Leader/Deputy to identify themes in satisfaction and report.	Executive Managers	
<b>Outcomes: By Overall Aims?</b>				
Number of personal outcomes achieved	SWIFT	Planning & Information Team	Executive Managers	Table Quarterly
Number of personal outcomes mostly achieved	SWIFT	Planning & Information Team	Executive Managers	

Number of personal outcomes somewhat achieved	SWIFT	Planning & Information Team	Executive Managers	
Number of personal outcomes with no change	SWIFT	Planning & Information Team	Executive Managers	
Number of outcomes with some deterioration	SWIFT	Planning & Information Team	Executive Managers	
Themes of reasons outcomes achieved or not achieved.	Qualitative narrative data from review tool	Themes identified through QA reported Sample annual audit	Executive Managers	As and when themes occur
Example case studies or peer reviews?	Supervision & CPD logs	Care coordinators/managers & Team Leaders/Deputy	Executive Managers	Optional
<b>Eligibility/ Risk</b>				
Number of critical need with no change or some deterioration	SWIFT	Planning & Information Team	Executive Managers	Quarterly
Themes emerging from those who have critical need and outcomes with no change or some deterioration.	Qualitative narrative data from review tool	Themes identified through QA reported Sample annual audit	Executive Managers	

- Review records to be stored in 'O' drive with individual's UY for those that have agreed to data sharing, in home file for those who have not.
- Completed quality assurance tools to be stored electronically by the Team Leader/Deputy conducting Quality Assurance exercise; saved to the file: '2 Quality Assurance' in the WYFY Shared Information folder on the Social Care 'O' drive. These should be discussed with the individual staff member and also Executive Managers during supervision. Team Leaders/Deputies must record on SWIFT against the individuals' SWIFT number when they have conducted QA.
- Transfer summaries must be copied by the transferring care coordinator/manager and kept on file. 1 copy to be sent with the UY to the receiving care coordinator/manager.
- Executive Manager for Community Care will be responsible for ensuring audit and collation of quantitative data from a sample of reviews.