WESTERN TRUST'S ACTION PLAN - DAY CARE / DAY OPPORTUNITES REVIEW - VERSION 3

Planned Action	Lead Responsibility	Target Dates	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Jan-16
Phase 1 - January - March 2015			Phase 1			Phase 1a			Phase 1b			Phase 1c			Phase 2
Appoint a Project Officer	M Dolan(Lead)	January - March													
Develop Terms of Reference	M Dolan/R Harkin/LIG	January - March													
Agree membership of Trust LIG group	M Dolan/R Harkin/LIG	January - March													
Establishment of Sub groups	M Dolan/LIG	January - March													
Organise & circulate dates/venues for LIG & Subgroups meeting for 2015	M Dolan/G Holmes	January - March													
Develop a Communication Strategy	M Dolan/G Holmes/Trust Comm	January - March													
Scoping exercise of current WHSCT day care/day opps services	M Dolan/G Holmes/Daycare Mgrs	January - March													
Develop questionnaire for carers to capture level of interest in day opps	M Dolan/G Holmes/M McDaid	January - March													
Develop questionniare for service users to capture their views	M Dolan/G Holmes/M McDaid	January - March													
Information sessions for services users availing of daycare/day opps	M Dolan/G Holmes	January - March													
Scope information of WHSCT's contractual day services	M Dolan/G Holmes/LIG	January - March													
Provide updates at Joint Managers' meetings (monthly)	M Dolan/G Holmes	January - March													
Provide updates to Community Teams (quarterly)	G Holmes	January - March													
Liaise with Community Access Worker (quarterly)	M Dolan/G Holmes	January - March													
Capture keyworkers/staff views of day care/day opps services	M Dolan/G Holmes/M McDaid	January - March													
WHSCT Local Implementation Group Meeting	LIG members	February & March													
Phase 1a - April - June 2015															
Recruitment of 2 x Band 6 Transition Workers	HOS/CSM/T Leaders	April - June													
Scoping exercise for service users transitioning (5 year plan)	Transition workers/M Dolan/HOS	April - June													
Analysis of findings from scoping exercises in Phase 1	M Dolan/G Holmes	April - June													
Devise a map and plot day care/day opps services across WHSCT	M Dolan/G Holmes	April - June													
Provide updates at Joint Managers' meetings (monthly)	M Dolan/G Holmes	April - June													
Provide quarterly updates to Community Teams	G Holmes	April - June													
Liaise with Community Access Worker	M Dolan/G Holmes	April - June													
Regional Day Opportunities Meeting	Regional Group	April													
Commencement of Subgroups	M Dolan/R Harkin/LIG	April & June													
WHSCT Local Implementation Group Meeting	LIG members	May & June													
Meetings with Parents & Carers trustwide	M Dolan/G Holmes	April													
Meeting with staff trustwide	M Dolan/G Holmes	April/May/June													
Phase 1b - July - September 2015															
Establish a 'pilot' group of services users interested in day opportunities	Margaret McDaid	July - September							commenced April						
Examine group of services users already availing of day opportunities	Dermott O'Hara -Destined	July - September							commenced April						
Examine current investment into the provision of services	M Dolan/G Holmes/Finance	July - September													
Provide update at Joint Managers' meetings (monthly)	M Dolan/G Holmes	July - September													
Provide quarterly updates to Community Teams	G Holmes	July - September													
Liaise with Community Access Worker	M Dolan/G Holmes	July - September													
Arrange visits to day care/day opportunity providers in WHSCT area	G Holmes	July - September													
PPI meeting with HSCB/Regional PPI rep/Trust EQIA PPI rep	R Harkin/M Dolan	July													
Public Meetings across WHSCT catchment area	M Dolan/R Harkin/Daycare Mgrs	July - September													
Regional Day Opportunities Meeting	Regional Group	July													
Subgroup meeting	M Dolan/R Harkin/LIG/G Holmes	September									23/09/2015				
WHSCT Local Implementation Meeting	LIG members	September													
PPI meeting with carers who are members of Local Implementation group	M Dolan/R Harkin	September													
Phase 1c - October - December 2015															
Review findings from service user 'pilot group'	M Dolan/G Holmes/MMcDaid	October - December													
Assess current facilities and infrastructure	M Dolan/G Holmes/Daycare Mgrs	October - December													
Provide updates at Joint Managers' meetings	M Dolan/G Holmes	October - December													
Provide quarterly updates to Community Teams	G Holmes	October - December													
Liaise with Community Access Worker	M Dolan/G Holmes	October - December													
Facilitate workshops to share Review Report	M Dolan/R Harkin/HOS/	October - December													
Agree mechanisms to implement new model of day opportunities	M Dolan/G Holmes/LIG	October - December													
Demonstrate financial feasibility and sustainability	M Dolan/R Harkin/G Holmes/	October - December													
Organise a consultation process	M Dolan/R Harkin/G Holmes/	October - December													
Regional Day Opportunities Meeting	Regional Group	October													
Subgroup meeting	M Dolan/R Harkin/LIG/G Holmes	November													
WHSCT Local Implementation Meeting	LIG members	October & December													
Phase 2 - January 2016															
Regional Day Opportunities Meeting	Regional Group	January 2016													
WHSCT Local Implementation Group Meeting	LIG Members	January 2016													
Compile a directory of providers for Day Care / Day Opps provision	M Dolan/G Holmes/LIG	January 2016													
Public meetings across WHSCT catchment area to share Review Report	M Dolan/R Harkin/HOS/G Holmes	January 2016													
Draft a report and based on recommendations agree an action plan to take forward the new model of day opportunities	M Dolan/R Harkin/LIG/ G Holmes	January 2016													