

## SUFFOLK SEND PROGRAMME BOARD

<b>SUBJECT:</b>	Dynamic Support Register and Key Worker Function Documents
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<b>DATE:</b>	31/03/2022
<b>PURPOSE:</b>	For information and approval of documents

### SUMMARY OF MAIN POINTS:

- The Ipswich, East and West Suffolk (IEWS) CCGs have recently separated out the adult and children and young people's (CYP) Dynamic Support Registers (DSR).
- The IEWS CCGs have received confirmation from NHS England for funding to design and deliver a Keyworking function in Suffolk (excluding Lowestoft & Waveney) for 2022-2024.
- The SEND Programme Board is requested to ratify supporting documentation for these functions.

### RECOMMENDATIONS

1. To ratify the Dynamic Support Register (DSR) Review Meeting Terms of Reference
2. To ratify the CYP DSR and CETR Protocols.
3. To ratify the Key Working Steering Group Terms of Reference
4. To ratify the Key working Escalation Policy

### DETAILS:

*“Children, young people and adults with a learning disability and/or autism who display behaviour that challenges, including those with a mental health difficulty, have the right to the same opportunities as anyone else to live satisfying and valued lives and to be treated with the same dignity and respect. They should have a home within their community, be able to develop and maintain relationships and get the support they need to live a healthy, safe and fulfilling life.” [service-model-291015.pdf \(england.nhs.uk\)](https://www.england.nhs.uk/service-model-291015.pdf)*

1. The learning disability and autism (LD&A) Service Model (2015) [service-model-291015.pdf \(england.nhs.uk\)](https://www.england.nhs.uk/service-model-291015.pdf) and the Care and Treatment Review Policy and Guidance (2015 & 2017) [ctr-policy-v2.pdf \(england.nhs.uk\)](https://www.england.nhs.uk/ctr-policy-v2.pdf) requires the Clinical Commissioning Groups (CCGs) to hold A Dynamic Support Register (DSR) to identify individuals with LD&A who are at risk of

admission into a specialist LD or Tier 4 mental health setting. The DSR is reviewed on a regular basis and each individual's risk of admission is regularly rated and a plan of action is agreed to avoid admission and keep the individual safe and well in their community.

2. Up until June 2021 the CCG held an integrated adult and CYP DSR. In an effort to provide more focus on the specific needs of CYP they have now been separated and revised protocols have been created to support the CYP DSR and Care, Education and Treatment reviews (CETR) process.
3. A separate CYP DSR review meeting has been convened to monitor the progress of the most vulnerable CYP with LD&A who are deemed at risk of being admitted or have recently been discharged from a mental health facility.
4. The Suffolk CYP DSR and CETR Protocols and the DSR Review Meeting Terms of Reference have been informed by the "Care and Treatment Reviews (CTRs): Policy and Guidance *Including policy and guidance on Care, Education and Treatment Reviews (CETRs) for children and young people.*" March 2022. . [ctr-policy-v2.pdf \(england.nhs.uk\)](#). An update is due to be published in Q1 of 22/23
5. The terms of reference (Appendix 1) and protocols (Appendix 2) have been co-produced with the membership of the DSR Review Meeting and agreed in principle, subject to ratification at this board and at the CCG CYP Board.
6. The Keyworking Function (KWF) has been developed as a response to the NHS England & NHS Improvement Long Term Plan (LTP) commitment that by 2023/24, children and young people with a learning disability, autism, or both, with the most complex needs will have a designated Keyworker: implementing the recommendations made by Dame Christine Lenehan.  
[These are our children: a review by Dame Christine Lenehan \(publishing.service.gov.uk\)](#)
7. Initially, Key Worker support will be provided to CYP with a LD&A or both, who are inpatients or at risk of being admitted to hospital, but support will also be extended to those who face multiple vulnerabilities such as looked after and adopted children, and children and young people in transition between services and those up to the age of 25 years from 01/04/2023.
8. The KWF will be an important response to ensuring vulnerable CYP with a LD&A and their families get the right support at the right time and that local systems are responsive to meeting their needs in an inclusive and holistic way.
9. A Keyworking engagement event was held in November 2021 with partners, stakeholders and families to start to design the Keyworking model for Suffolk. This informed the Suffolk proposal for the Keyworking Function that was submitted to NHSE at the end of December 2021 and has been accepted.
10. A steering group has been set up to oversee the development of the KWF. Membership includes stakeholders, partners, service users and their families, The Terms of Reference (Appendix 3) were agreed at the first steering group meeting and require ratification by this group.
11. Two essential elements of the role of the KWF are to:
  - 11.1 Hold providers and commissioners to account. Hold providers to account when care, education and/or treatment is not being delivered as required.

11.2 Escalate barriers and gaps in services to senior managers and commissioners.

12. The Keyworking Function Escalation Policy (Appendix 4) is loosely based on the Suffolk Safeguarding Partnership Escalation Policy and on feedback from partners, stakeholders and CYP and their families and is designed to support the Key Workers in this aspect of their role.

13. The escalation policy has been agreed in principle by the key working Steering Group but requires ratification by this group and Senior management within partner organisations.

#### **GOVERNANCE:**

1. The responsibility of maintaining and monitoring the DSR, commissioning community CETRs and delivering the Key Worker function falls on to the Ipswich, East & West Suffolk CCGs and quality and governance is monitored by the CYP Quality Team and at the CCG Quality, Scrutiny and Assurance Forum. Further to that additional scrutiny is provided by the **CYP Partnership Board and the Suffolk Transforming Care Board.**

#### **ACTIVITY & OUTCOMES:**

1. Empowering and supporting CYP and their families to be listened to and to be equal partners in their own care and treatment pathway.
2. Preventing CYP being admitted unnecessarily into learning disability and mental health inpatient beds through identifying alternatives where appropriate.
3. Prompt review of the proposed care and treatment and discharge plans of CYP who have been urgently admitted to hospital.
4. Ensuring that any admission is supported by a clear rationale of planned assessment and treatment together with defined and measurable intended outcomes.
5. Reviewing care and treatment and discharge plans of CYP who have been inpatients for a defined period of time (or sooner by request where there is dissatisfaction with progress).
6. Ensuring that all parties work together with the CYP and their family to support discharge into the community (or if the only option, to a less restrictive setting) at the earliest opportunity.
7. Ensuring the involvement of the local authority including, where appropriate, children's social care, adult's social care, the Special Educational Needs (SEN) team, or school or college so that all relevant issues can be fully addressed and solutions explored to avoid admission or facilitate discharge of CYP into community-based settings, or back home to their families.
8. Supporting a constructive and CYP centered process of challenge to current and future intended care and treatment plans where necessary.
9. Identifying barriers to progress and finding solutions to the blockages or escalating these barriers to senior management and holding providers to account.
10. Improve health outcomes through early access to the most appropriate services and the provision of integrated and holistic care.

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## **FINANCIAL IMPLICATIONS:**

1. There are no additional financial implications with regards to the DSR, however the new review meeting and protocols should ensure a reduction in CYP with LD&A being admitted to mental health or specialist LD settings, thus saving both the CCG and the local authority considerable sums.
2. The key worker function is fully funded by NHSE for 2022-23 and 2023-24. After this time funding streams still need to be confirmed.

## **APPENDECES**

### **Appendix 1 – DSR Review Meeting TOR**



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2022.docx

### **Appendix 2 – CYP DSR & CETR Protocols**



DSR + CETR  
PROTOCOLS Jan 22 .c

### **Appendix 3 – Keyworking Steering Group TOR**



DRAFT KEYWORKING  
FUNCTION STEERING

### **Appendix 4 – Key Worker Escalation Policy.**



22-02-21 KWF  
Escalation Policy DRA