

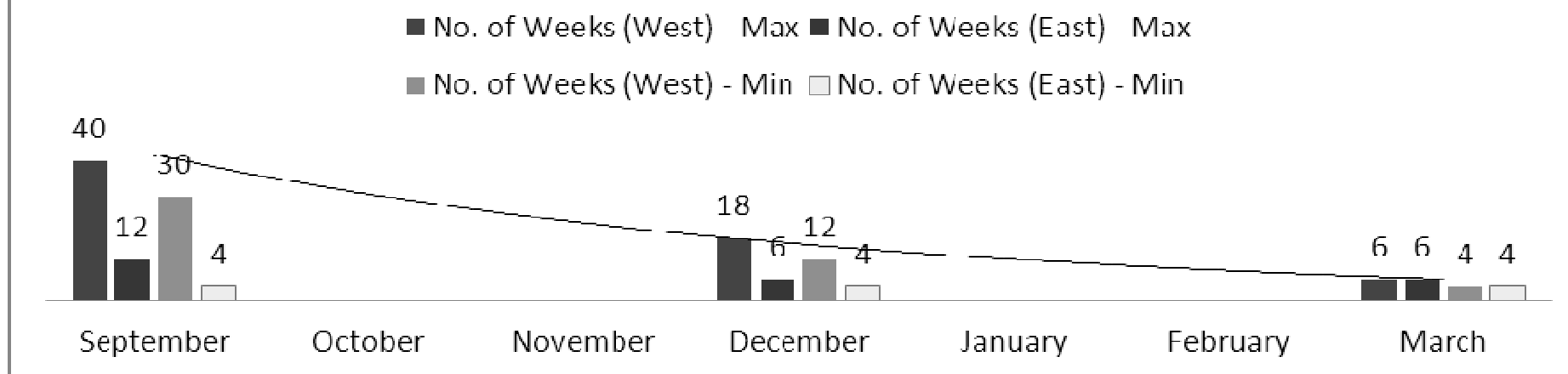
Appendix 1 Community CAMHS Waiting List Action Plan

Date	Action	By whom	Completed
October 2012	<p>Tier 3 referral guidance criteria circulated to all services and team managers.</p> <p>All families who have been on any CAMHS waiting lists for more than 3 months, will be written to with an 'opt-in' contact to the respective team.</p> <p>All cases waiting up to 3 months will be contacted by telephone, by the local team.</p> <p>All calls and letters will be logged appropriately with closing dates for return contacts.</p> <p>Details of all families who 'opt-out' will be shared with Kent County Council and Medway PCT.</p>	Peter Joyce / All Managers	Mid October
October 2012	Pro-active recruitment to clinical bank list across services to create further capacity within teams – focused on the waiting lists.	All Managers	End of October
On-going	Active attendance of local SPA meetings for joint work, problem solving and clear identification of referral allocations using appropriate referral criteria.	Identified Managers Coterminous with Hubs	End of November
October 2012	<p>Recruitment to local vacancies within identified teams to appropriate grades to ensure function of teams within an effective workforce planning process.</p> <p>To facilitate cost effective resolution of capacity issues of teams.</p>	All Managers and Peter Joyce	End of October
November 2012	Single point of access in each referral base established to inform on going SPA meetings and effective referral allocations.	Identified Local Managers/Clinical Leads	Mid November
On-going	Robust clinical and management supervision in place for all staff to	Managers/Clinical	Audit – End of

	evaluate content and numbers of caseloads and ensure all closed cases are discharged.	Leads	November
November	Structured managers' meetings to reflect progress of action plan and success of reduced waiting lists.	Peter Joyce and Senior Managers	Formal feedback – 30 October
November	Establish regular practice forums between wider Tier 2 and Tier 3 to agree strategic responses to complex referrals, evaluate current pathways and address potential hot spots.	Service Leads	Mid December
November	Performance report submitted to commissioners at monthly performance /contract meeting to evidence where progress has been made in waiting list reduction.	Simone Button	On-going
December	Introduction of CAPA to community teams and effective team based training in the CAPA model to ensure on going tools are in place to ensure robust strategies exist for efficient management and process of referrals within sound clinical governance structure.	Peter Joyce and SPFT Colleagues	End of December 2012 /January 2013

Appendix 2 - Recovery trajectory

Community CAMHS - Waiting List Recovery Trajectory



*Waiting time representative 1st appointment (assessment and treatment)

The current and planned waiting times (estimated) for east and west Kent are:

	Current longest wait	Current shortest wait	Planned longest wait	Planned shortest wait
East Kent	12	4	6	4
West Kent	40	20	6	4

The recovery trajectory is designed to reduce current

waiting times by 50% as of the end of December 2012, and ensure the contracted waiting time of 4 to 6 weeks by the 1ST April 2013.

This waiting list trajectory represents the majority of referrals, but does not representative particular specialist pathways for treatment, which may take shorter or longer waiting periods; case dependant.