



Joint inspection of adult services

Integration and outcomes

Partnership Guide v1.1

02 August 2022

Partnership Guide

Purpose

This document provides an overview of and week-to-week guide to the inspection process for Health and Social Partnerships (referred to as the HSCP or partnership). It describes key inspection events/activities for each week and the actions the HSCP needs to complete. Links are provided throughout the guide to more detailed guidance where this is available. Most of these are in the week-to-week guide which starts on page 9. It is important that the more detailed guidance is read in conjunction with this guide.

Background

In February 2019, following a review of progress with integration, the Ministerial Strategic Group (MSG) for Health and Community Care made proposals to ensure the success of integration going forward. Regarding scrutiny activity, the MSG asked that joint inspections should better reflect integration. Specifically, the Care Inspectorate and Healthcare Improvement Scotland should ensure that:

- strategic inspections are fundamentally focused on what integrated arrangements are achieving in terms of outcomes for people;
- strategic inspections examine the performance of the whole HSCP – the health board, local authority and integration joint board (IJB), and the contribution of non-statutory partners to integrated arrangements, individually and as a partnership; and
- there is a more balanced focus across health and social care in strategic inspections.

Revised approach to joint inspections of services for adults

In response to the MSG recommendations, the Care Inspectorate and Healthcare Improvement Scotland have outlined our planned approach for the next phase of joint inspections. These will seek to address the following question:

How effectively is the partnership working together, strategically and operationally, to deliver seamless services that achieve good health and wellbeing outcomes for adults?

We have an established joint inspection methodology, which we have continually developed and improved following our learning from previous inspections. Our underpinning Quality Improvement Framework ([JIAS Integration and Outcomes QI Framework v1.0](#)) has been updated to reflect a shift in emphasis towards people's and carers' experiences and outcomes.

The illustrations in the Quality Improvement Framework have been developed in the context of, and built around the requirements in, the national health and wellbeing outcomes framework, the integration planning and delivery principles, the MSG recommendations and the National Health and Social Care Standards.

Adapting to circumstances

Our joint inspection activity in adult services recognises the impact Covid-19 continues to have on HSCPs. Scrutiny approaches and activities will take cognisance of the continued impact of the pandemic and pressure on services as they transition from emergency response through recovery.

We are introducing a more focused 'footprint' for inspections that is based on our established methodology and tools used across the joint inspection programme. This guide describes our inspection methodology when an inspection is completed remotely. As we move forward, we will explore with each partnership whether particular activities can be delivered better on site with the aim of developing a hybrid approach which combines what is best from remote and on-site working. This will take into account the needs and preferences of people and carers we want to engage with, local circumstances, geography and levels of Covid infection, when they are relevant.

The approach to inspection explained

We will conduct a rolling programme of themed inspections, scrutinising how integration of services positively supports people's and carers' experiences and outcomes. These thematic inspections are not focused on the quality of specialist care for each care group but are a means of identifying groups of people with similar or shared experiences through which to understand how health and social care integration arrangements are resulting in good outcomes.

We are looking at integration through the 'lens' of different care groups which taken together will in time build a picture of what is happening across health and social care integration and how this is experienced by people, carers and the outcomes achieved.

What health and social care partnerships can expect

Our inspection of each HSCP will identify how well integrated arrangements are supporting good outcomes and where improvement is needed. The HSCP can also use the Quality Improvement Framework to carry out their own self-evaluation if they choose. The joint inspection process and reports will contribute additional assurance and value to HSCPs' internal performance management, joint working, and quality assurance processes, while focusing on outcomes experienced by people and carers.

This inspection looks at integration from the perspective of people with physical disabilities and complex needs between 18 and 64 years of age.



Remote working version

We have developed an inspection methodology that can be delivered remotely in order to avoid disruption from future COVID-19 variants and restrictions. As we move forward, we will explore with each partnership whether particular activities can be delivered better on site with the aim of developing a hybrid approach which combines what is best from remote and on-site working.

Overview of the inspection process

The inspection will take five months from the point when your HSCP receives formal notification that it will be inspected to the date when the inspection report is published. Your HSCP will need to work collaboratively with the inspection team to deliver the activities that make up the inspection process:

	<h3>Identifying the inspection coordinator</h3>
<p>By the end of Monday of week 2 following notification, your HSCP will need to identify and provide the inspection team with contact details of the staff member it has allocated to the role of inspection coordinator. The coordinator has the pivotal role of coordinating the partnership’s response throughout the inspection. This includes supporting the engagement process, organising surveys, ensuring the right staff participate in focus groups, partnership meetings and briefings. It also includes completing or facilitating the completion of the position statement and uploading supporting evidence. The coordinator also has a role in facilitating the production of the information required to select a sample of people whose records will be reviewed, through ensuring the completion and upload of the Pre-Inspection Return (PIR) and the initial case tracker.</p>	
	<h3>Staff survey</h3>
<p>Your HSCP will need to identify relevant staff and send them a link to the staff survey by week 4 of the inspection. The staff survey is designed to be completed by staff independently. This means the staff survey link should be circulated to staff in partnership services which support people with physical disabilities and complex needs, including third sector and independent sector services. The staff survey closes at the end of week 7.</p>	



Position statement and supporting evidence

Your partnership needs to complete and upload the position statement template by **12pm on Monday of week 9**, along with relevant supporting evidence. Your position statement should provide a brief summary of your partnership's current position. It should provide a brief description of your partnership's context and an overview of where you think your partnership is in relation to the required quality indicators in the Quality Indicator Framework

([JIAS Integration and Outcomes QI Framework v1.0](#)) to help the inspectors understand your organisation. The position statement should be accompanied by supporting performance data and information and an organisational chart. The position statement template also provides guidance as to the volume and types of supporting evidence required. If you have any questions, the inspection lead will be happy to have a discussion with you in order to identify your best evidence. Taken together, the position statement and supporting evidence will help inspectors identify areas for further discussion and scrutiny during the inspection.



Engagement

Our joint inspections have a significant focus on engaging with people who use health and social care services, and with their unpaid carers. The inspection team will organise this through local services and groups, who they will begin contacting shortly after you are notified that you will be inspected. They will ask services and groups to help identify and support people and carers who may wish to participate. To make sure that no relevant services or groups are missed, your HSCP is asked to supply a list of what you consider to be the most significant services and groups working with or supporting people with a physical disability in your area. The list should be submitted by 5pm on **Friday of week one**. The inspection team will cross-reference this list with the services and groups it has identified when preparing for the inspection.

People will be able to tell us about their experience by choosing to complete a survey, participate in a focus group or have a one-to-one conversation with a member of the inspection team. The questions and topics covered within these 3 activities are based on the engagement framework ([Engagement framework v1.0](#)) which sets out 12 personal "I statements" that are matched to relevant quality indicators from the Quality Indicator Framework. We will also ask the partnership to share the people and unpaid carers surveys through its own services and ask partnership staff to support people and unpaid carers to complete it.

It is a key principle for us that our engagement with people should be meaningful and appropriate, which is why we aim to work closely with local services and groups and the HSCP to make sure we get it right.

The engagement phase will be completed by **week 8** in order that the results can inform the scrutiny focus groups. In the event that initial engagement activities do not identify enough people, additional engagement conversations and focus groups may be undertaken in **weeks 10 and 11**.



Selection of records to review

The inspection team will review the health and social care records of a random sample of people and their carers. It is important that you start to identify the information that the inspection team requires to select people as soon as possible after you receive the notification letter, as you will have four weeks to complete and upload the Pre-Inspection Return (PIR) by **12 noon on Friday of week 4**. The PIR provides details of people from whom the random sample will be selected. The inspection team will identify an initial random sample of 100 people from the PIR and then ask the partnership to provide information on the carers support and health inputs those individuals receive by returning the initial case tracker spreadsheet by **12 noon on Friday of week 8**.

Your HSCP is also asked to identify a good practice sample of three individuals that you think are examples of where your approach to health and social care integration has achieved good outcomes. It is up to the HSCP to determine how it will identify individuals in the good practice sample. Details of the three individuals also need to be provided to the inspection team on the initial case tracker spreadsheet by **12 noon on Friday of week 8**.

There is detailed guidance on the sampling process and the preparation of records to be uploaded. It is critical that the random sample of individuals is finalised by **week 8** and relevant records prepared and uploaded to the secure data sharing platform by **12 noon on Wednesday of week 12** in order for records to be reviewed in **week 13**.



Reviewing records

The inspection team will review and analyse the health and social care records of people selected in the review of records sample and their carers when this is applicable. Your HSCP will need to prepare records in an electronic format and upload them to a secure data sharing platform such as SharePoint by **12 noon on Wednesday of week 12** so that the inspection team can review and analyse the records in **week 13**. It is preferred that the HSCP gives inspection team access to its own secure data sharing platform if it has one. However, if not, the partnership can be given access to the Care Inspectorate's SharePoint.



Team around the person

The inspection team will select a proportion of the people whose records they have reviewed for team around the person follow-up sessions. These involve separate discussions with the team of paid staff supporting each person, the person themselves and their carer(s). The discussions give the inspection team an opportunity to gain greater insight into what they have seen in the person's records. People will be identified during the record reading process (**Monday to Thursday week 13**). The inspection coordinator will need to be ready to work with the inspection team's strategic support officer (SSO) to swiftly organise the sessions with staff, people and their carers which will take place in the following **weeks 14 and 15**.



Scrutiny focus groups

The inspection team will facilitate 6 focus groups, with a range of staff across the partnership, including third and independent sector providers:

- Frontline practitioners
- Team managers/Service managers
- Third sector and private providers
- Senior Managers
- Strategic Leaders
- Commissioners and planners

Additional focus groups might be required depending on the emergent inspection findings, and in order to ensure that we are able to speak with key staff.

The focus groups are a key element of how the inspection team will explore key lines of inquiry that have emerged from the engagement phase, consideration of your partnership's position statement and supporting evidence, as well as the staff survey and review of records. The focus groups will be held from the **Friday of week 13 to the end of week 15**.

The inspection coordinator will need to identify and contact relevant staff and stakeholders in order to arrange the focus groups, and to confirm dates, times and who is attending. The inspection coordinator will need to agree final arrangements with the inspection team and upload the completed timetable to the secure data sharing platform by **week 11**.



Partnership meetings

The Care Inspectorate and Healthcare Improvement Scotland are committed to engaging in dialogue with all relevant people in the HSCP throughout the process of the inspection. Regular partnership meetings, scheduled at agreed points during the inspection, assist in the two-way sharing of information between the inspection team and the HSCP. They also help to bring transparency to the inspection and provide opportunities to discuss high level emerging messages and themes while the inspection is underway. Guidance has been produced which sets out the function of each meeting and who should attend. Experience has shown that attendance by the right staff and leaders is more important than having large numbers of participants as it facilitates an effective collaborative discussion.

There are four partnership meetings, each planned to coincide with key points in the inspection process.

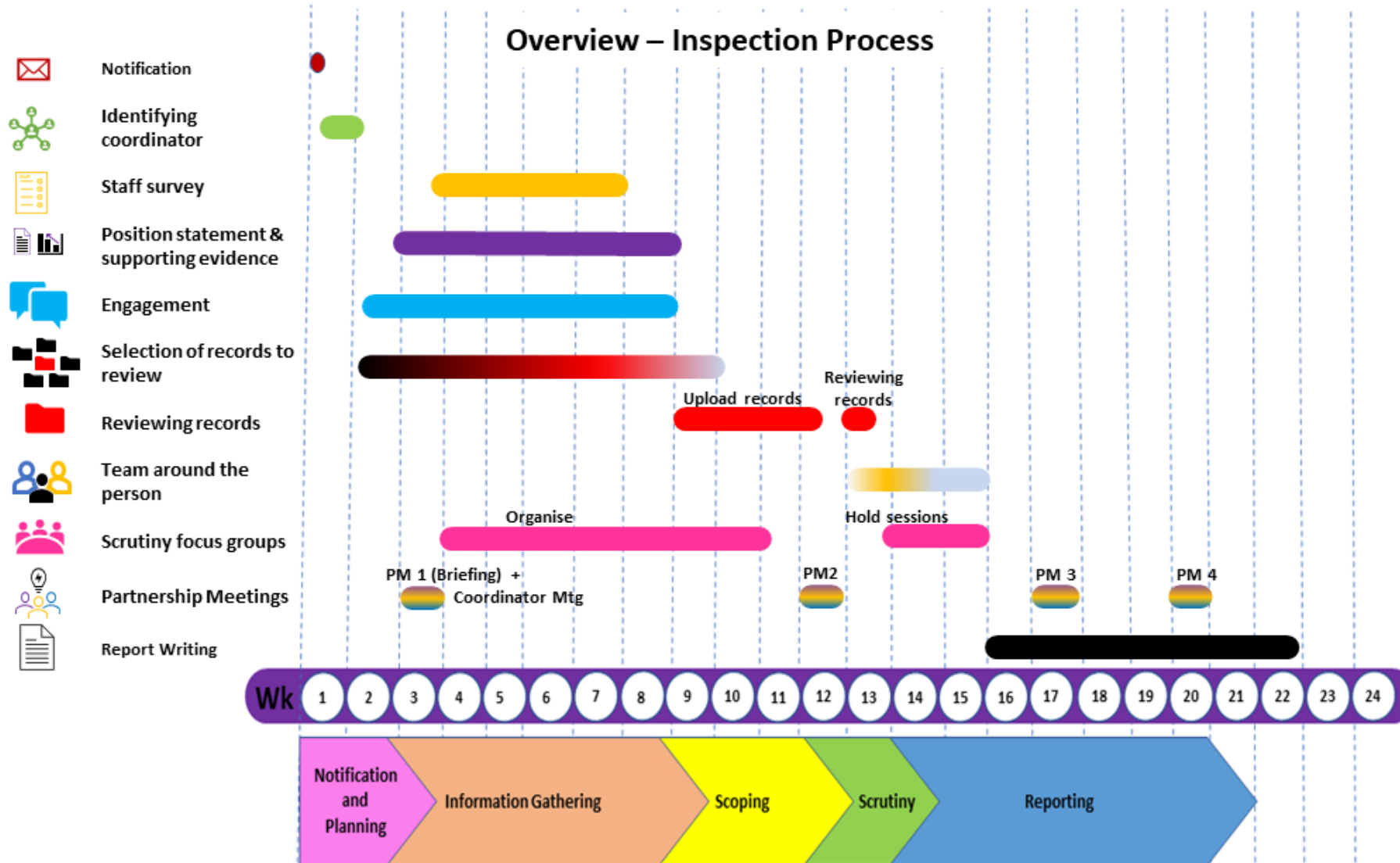
Meeting	Timing	Function
Partnership meeting 1 and coordinator's meeting	week 3	Introductions, preparation and planning.
Partnership meeting 2	week 12	Position statement discussion, emerging themes from engagement, staff survey, and scoping.
Partnership meeting 3	week 17	Sharing emerging findings
Partnership meeting 4	Week 20	Discussion of report

The inspection coordinator will need to organise the meetings and ensure that key leaders from the partnership can attend.



Report writing





Report writing begins with the inspection team reviewing and evaluating the evidence it has collected and identifying its key findings in terms of the quality indicators set out in the Quality Indicator Framework. It will also determine its evaluations for each indicator using the 6 point evaluation scale ([Evaluation Criteria v1.0](#)). The inspection lead and deputy then draft the inspection report based on these conclusions. The draft report then goes through a quality assurance process with relevant managers within The Care Inspectorate and Healthcare Improvement Scotland, after which the report is discussed at partnership meeting 4.
















Week by Week Guide










For each week the guide describes:









- Events and activities which will take place in that week
- Key actions for the HSCP to undertake that week, either to meet the deadline in that week or to prepare for things which need to be delivered in future weeks.



Weeks	
<p>1</p>    	<p>Events/activities this week:</p> <ul style="list-style-type: none"> • Notification – On the Monday of week 1, the HSCP receives a letter from the Care Inspectorate and Healthcare Improvement Scotland giving formal notification of the start of the inspection. Letters are sent to: <ul style="list-style-type: none"> ○ Chief Officer of the HSCP ○ Chief Executive of the Local Authority ○ Chief Executive of the NHS Board <p>Copied to:</p> <ul style="list-style-type: none"> ○ Chief Social Work Officer ○ Chair of the IJB ○ NHS Liaison Co-ordinator ○ Executive Nurse Director NHS <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • You should identify an inspection coordinator. Contact details for the inspection coordinator need to be confirmed to the inspection team no later than Monday of week 2. We ask that the coordinator is someone with a level of seniority who can collaborate effectively with the inspection team and make key decisions. The coordinator will also be able to put us in touch with key staff, people and carers who will be able to support our engagement with people and unpaid carers. • You may wish to inform stakeholders about our inspection as soon as possible. At the beginning of week 2, the inspection team will begin contacting services and groups that support people in your area and asking them to assist us in contacting people and carers who would be willing to talk with us. To help us with this, please provide us with a list of the most significant services and groups in your area who work with or provide support to people who have physical disabilities and complex needs. We ask for up to 20 of the most significant services, rather than all of them. The list may include services provided directly by the partnership, contracted services, voluntary and community organisations, peer support groups and carer and advocacy organisations. Please submit this on the Provider and services template v1.1 by 5pm on Friday of week 1. • You should make sure that relevant managers with responsibility for social care and health records are asked to consider what they need to do to begin preparing the record reading sample as soon as possible. The Pre-Inspection Return (PIRv1.1) needs to be completed and returned to the inspection team by 12pm on Friday of week 4. See Review of records sampling guidance v1.1.











Week	
<p data-bbox="92 253 129 297">2</p>     	<p data-bbox="188 248 608 282">Events/activities this week:</p> <ul data-bbox="188 315 1430 680" style="list-style-type: none"> <li data-bbox="188 315 1430 383">• The HSCP will confirm contact details for the inspection coordinator to the inspection team by Monday of week 2. <li data-bbox="188 427 1430 568">• Soon after the inspection team receives the inspection coordinator's contact details, the Strategic support officer (SSO) will email the inspection coordinator and the inspection lead will follow up with a telephone call/MS Teams meeting to introduce themselves. <li data-bbox="188 613 1430 680">• The inspection team will begin to make contact with local services and groups with the aim of identifying people and carers who wish to participate in the inspection. <p data-bbox="188 719 584 752">Key Actions for the HSCP</p> <ul data-bbox="188 801 1289 835" style="list-style-type: none"> <li data-bbox="188 801 1289 835">• The inspection coordinator should take time to read the partnership guide. <p data-bbox="188 880 1417 981">The inspection coordinator should ensure that the provider and services template has been completed and returned to the inspection team on Friday week 2 (Provider and services template v1.1).</p> <ul data-bbox="188 1025 1430 1615" style="list-style-type: none"> <li data-bbox="188 1025 1430 1137">• The inspection coordinator will begin to identify participants and work with the inspection team's strategic support officer (SSO) to arrange the following meetings which take place in week 3: <ul data-bbox="236 1171 1430 1464" style="list-style-type: none"> <li data-bbox="236 1171 1430 1317">○ Partnership Meeting 1 (Briefing) - this meeting provides an inspection overview and allows key leaders in the HSCP to meet key members of the inspection team and provides an opportunity for them to ask questions about the focus of the inspection and the inspection process (Partnership Meetings v1.0). <li data-bbox="236 1317 1430 1464">○ Coordinator's Meeting - this allows the inspection lead, depute inspection lead, engagement lead and strategic support officer (SSO) to meet with the inspection coordinator to go through the arrangements that need to be put in place for the inspection to run smoothly. <li data-bbox="188 1509 1430 1615">• Partnership meeting 1 and the coordinator's meeting are commonly held on the same day with the briefing meeting taking up the first part of the agenda and then the coordinator's meeting taking place after a short break. <p data-bbox="188 1653 1406 1753">The inspection coordinator should check that appropriate people within the HSCP are aware of the work that needs to be done to progress the review of records sample (Review of records sampling guidance v1.1).</p>












Week	
<p>3</p>        	<p>Events/activities this week:</p> <ul style="list-style-type: none"> • Partnership Meeting 1 (Briefing) - this meeting provides an inspection overview and allows key leaders in the HSCP to meet key members of the inspection team and provides an opportunity for them to ask questions about the focus of the inspection and the inspection process (Partnership Meetings v1.0). • Coordinator's Meeting - this allows the inspection lead, depute inspection lead, engagement lead and strategic support officer (SSO) to meet with the inspection coordinator to go through the arrangements that need to be put in place for the inspection to run smoothly. • Partnership meeting 1 and the coordinator's meeting are commonly held on the same day with the briefing meeting taking up the first part of the agenda and then the coordinator's meeting taking place after a short break. • The inspection team will also provide a link to the online staff survey in preparation for opening the survey to staff at the beginning of week 4. • The inspection team will continue to have conversations with local services and groups with the aim of identifying people and carers who wish to participate. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • The inspection coordinator should: <ul style="list-style-type: none"> ○ Start considering how to distribute the staff survey link to staff in week 4. The staff survey will need to be circulated to partnership services which support people with physical disabilities and complex needs, including third sector and independent sector services. ○ Start preparing the position statement and supporting evidence for 12 noon, Monday week 9. See Position Statement v1.0 and Evidence Log v1.0. ○ Confirm with the inspection team whether it wishes to give the inspection team access to its own secure data sharing platform or to use the Care Inspectorate's secure SharePoint platform (Guidance for remote access to records v1.0). ○ Start planning how the partnership will prepare and upload records to be read remotely by the inspection team starting week 9 and to be completed by 12 noon, Wednesday, week 12. ○ The partnership should start identifying members of social work and health staff who will be available to the inspection team to answer any questions when they are reviewing records (Monday to Wednesday) of week 13. Contact details for the staff need to be confirmed to the inspection team by 12 noon on Wednesday of week 12. ○ Start identifying participants and making arrangements for the scrutiny focus groups. See Scrutiny focus groups v1.0. Details of participants and the timetable need to be confirmed to the inspection team by Friday week 11. See Timetable v1.0










	<ul style="list-style-type: none"> ○ Start considering how to share the people and carers survey with people and unpaid carers who use partnership services. We are keen that there should be some support available for people completing the survey, so will discuss with you how best to achieve this at the coordinator's meeting. The people and carers survey will be open for completion during weeks 5-8
Week	
<p>4</p>         	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Staff survey is open for staff to complete until the end of week 7. • Further conversations between inspection team and local services and groups to take forward arrangements to identify people and carers who wish to participate in engagement activities. • Inspection team sends links and any requested hard copies of engagement surveys to inspection coordinator for sharing with people and carers in week 5. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • The inspection coordinator emails the staff survey link to relevant health and social staff as soon as possible. • The inspection coordinator updates the inspection team strategic support officer (SSO) as to the number of staff who have been sent the link in order to allow the return rate to be monitored. • The completed Pre-Inspection Return (PIRv1.1) is uploaded to the secure data sharing platform by 12 noon on Friday. • The inspection coordinator begins identifying participants and times for partnership meetings (Partnership Meetings v1.0). <ul style="list-style-type: none"> ○ Partnership meeting 2 - Thursday week 12 ○ Partnership meeting 3 - Wednesday week 17 ○ Partnership meeting 4 – Tuesday week 20 • The inspection coordinator continues: <ul style="list-style-type: none"> ○ Preparing the position statement and supporting evidence. ○ Making arrangements for the HSCP to prepare and upload records to be reviewed remotely by the inspection team. ○ Identifying participants and making arrangements for the scrutiny focus groups. ○ Making arrangements to send out the people and carer survey through partnership services.













Week	
<p>5</p>       	<p>Events/activities this week</p> <ul style="list-style-type: none"> Engagement surveys are open for people and carers to complete until the end of week 8. Inspection team provides telephone support for engagement survey on 0131 623 4614: Monday and Wednesday: 2 – 4pm Tuesday and Friday: 10am – 12pm Thursday: 4 – 6pm Inspection team agrees timetable for engagement conversations and focus groups with local services and groups. Inspection team selects the initial random sample of people whose records will be reviewed from those identified on the Pre-Inspection Return (PIRv1.1). See Review of records sampling guidance v1.1 <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> The inspection coordinator ensures that the engagement survey links and paper copies are shared with people and unpaid carers through partnership services. The inspection coordinator continues: <ul style="list-style-type: none"> Preparing the position statement and supporting evidence. Making arrangements for the HSCP to prepare and upload records to be reviewed remotely by the inspection team. Identifying participants and making arrangements for the scrutiny focus groups Working to confirm arrangements and participants for partnership meetings 2,3 and 4.
Week	
<p>6</p> 	<p>Events/activities this week</p> <ul style="list-style-type: none"> Engagement survey remains open. Inspection team continues to provide telephone support for engagement survey on 0131 623 4614: Monday and Wednesday: 2 – 4pm Tuesday and Friday: 10am – 12pm Thursday: 4 – 6pm <p>Engagement conversations and focus groups take place with the support of local services and groups. Either inspection team or services send reminders to people of engagement sessions.</p>


	<ul style="list-style-type: none"> The inspection team will upload the Initial Case Tracker v1.1 spreadsheet to the secure data sharing platform for the HSCP to access by 5pm on Monday this week. This identifies the people selected randomly for the record reading sample to allow the HSCP to cross-reference and provide information on carers support and health inputs. See Review of records sampling guidance v1.1. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> The HSCP will immediately begin completing the initial case tracker spreadsheet to provide information on health inputs for people selected in the random sample. The completed initial case tracker template needs to be completed and uploaded to the secure data sharing platform by 12 noon on Friday of week 8. The inspection coordinator continues: <ul style="list-style-type: none"> Encouraging partnership staff to support people and carers to complete the engagement surveys. Preparing the position statement and supporting evidence. Planning how the partnership will prepare and upload records to be read remotely by the inspection team. Identifying participants and making arrangements for the scrutiny focus groups Working to confirm arrangements and participants for partnership meetings 2,3 and 4.
Week	
<p>7</p> 	<p>Events/activities this week</p> <ul style="list-style-type: none"> Staff survey closes (Friday). Engagement surveys remain open. Inspection team continues to provide telephone support for engagement surveys: <p>Monday and Wednesday: 2 – 4pm Tuesday and Friday: 10am – 12pm Thursday: 4 – 6pm</p> Engagement conversations and focus groups take place with the support of local services and groups. If the inspection team feel they would like to speak to people and carers identified On the Pre-Inspection Return (PIR), they will raise this for discussion with the partnership this week. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> Encouraging partnership staff to support people and carers to complete the engagement surveys HSCP continues to complete the initial case tracker to provide health inputs for people in the initial random sample. This needs to be completed and uploaded to the secure data sharing platform by 12 noon on Friday week 8.

  	<ul style="list-style-type: none"> The inspection coordinator reviews progress on the position statement and supporting evidence and arrangements to prepare and upload records to be reviewed remotely by the inspection team to ensure they are on track to be delivered in week 9. The inspection coordinator continues: <ul style="list-style-type: none"> Identifying participants and making arrangements for the scrutiny focus groups. Working with the inspection team's Strategic Support Officer (SSO) to confirm arrangements and participants for partnership meetings 2,3 and 4. The SSO will supply a timetable template which the HSCP will populate.
Week	
<p>8</p>     	<p>Events/activities this week</p> <ul style="list-style-type: none"> Engagement surveys close (Friday). Inspection team continues to provide telephone support for engagement until surveys close: <p>Monday and Wednesday: 2 – 4pm Tuesday and Friday: 10am – 12pm Thursday: 4 – 6pm</p> Engagement conversations and focus groups (mop up). <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> Encouraging partnership staff to support people and carers to complete the engagement surveys. HSCP uploads completed Initial Case Tracker v1.1 to the secure data sharing platform by 12 noon on Friday. See Review of records sampling guidance v1.1. The inspection coordinator continues: <ul style="list-style-type: none"> Identifying participants and making arrangements for the scrutiny focus groups. Working to confirm arrangements and participants for partnership meetings 2,3 and 4.
Week	
<p>9</p>  	<p>Events/activities this week</p> <ul style="list-style-type: none"> Inspection team uploads the Final Case Tracker v1.1 to the secure data sharing platform by 5pm on Monday to confirm people in the main and reserve samples. If additional resampling is needed because the initial random sample did not identify people with complex health and social care needs, the inspection team will request the minimum amount of resampling required to produce effective main and reserve samples. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> From Tuesday HSCP begins preparing and uploading records for people identified on the final case tracker as part of the main or reserve samples. Uploading of records need to be completed by 12 noon on Wed week 12. If resampling is necessary additional people will be added to the final case tracker as they are identified.

  Cont'd 	<ul style="list-style-type: none"> • HSCP uploads its completed position statement and supporting evidence to secure SharePoint site by noon on Monday this week • HSCP confirms participants and arrangements for partnership meetings (Partnership Meetings v1.0). • The inspection coordinator reviews progress on arrangements for the scrutiny sessions and partnership meetings to ensure that it can confirm scrutiny sessions by Friday week 11.
Week	
10   	<p>Events/activities this week</p> <ul style="list-style-type: none"> • If resampling has been required, the inspection team will confirm when the final case tracker has been uploaded to the secure data sharing platform by 5pm on Monday <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • The inspection coordinator continues to finalise participants for scrutiny focus groups (Scrutiny focus groups v1.0). • HSCP continues preparing and uploading records for people identified on the final case tracker as part of the main or reserve samples.
Week	
11  	<p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • The inspection coordinator uploads the draft timetable (names, designations and email addresses) for scrutiny focus groups to the inspection team by 12 noon on Monday (Timetable v1.0). • HSCP continues preparing and uploading records for people identified on the final case tracker as part of the main or reserve samples.
Week	
12   	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Partnership meeting 2 (Thurs). • The inspection team issues invites for scrutiny sessions. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • The HSCP completes uploading records for people identified on the final case tracker by 12 noon on Wednesday this week. • The HSCP confirms contact details of social work and health staff to support review of records process by 12 noon on Wednesday this week.

Week	
<p>13</p>    	<p>Events/activities this week</p> <ul style="list-style-type: none"> • The inspection team reviews people's records (Monday-Wednesday). • HSCP ensures social work and health staff are available to answer any questions the inspection team has about records. • While reviewing records the inspection team will identify people for the team around the person process (Monday-Thursday). • Scrutiny sessions will commence on Friday this week. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • The inspection coordinator will arrange team around the person sessions with people, their carers and the staff team which supports them. Team around the person sessions will take place in weeks 14 and 15.
Week	
<p>14</p>  	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Team around the person sessions. • Scrutiny sessions continue. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • The inspection coordinator supports the successful delivery of team around the person sessions and scrutiny sessions.
Week	
<p>15</p>  	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Team around the person sessions. • Scrutiny sessions continue. <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • The inspection coordinator supports the successful delivery of team around the person sessions and scrutiny sessions
Week	
<p>16</p> 	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Inspection team analyses evidence. • Inspection team begins to develop its evaluations for each quality indicator using the 6 point evaluation scale. See Evaluation Criteria v1.0.
Week	

<p>17</p>   	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Produce draft report. • Partnership meeting 3 (Wednesday).
Week	
<p>18</p> 	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Produce draft report.
Week	
<p>19</p> 	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Care Inspectorate/Healthcare Improvement Scotland quality assurance of inspection report.
Week	
<p>20</p>    	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Report shared with partnership for factual accuracy (Monday). • Partnership meeting 4 (Wednesday). <p>Key Actions for the HSCP</p> <ul style="list-style-type: none"> • HSCP returns draft report highlighting any factual inaccuracies (Friday).
Week	
<p>21</p> 	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Final report produced.
Week	
<p>22</p> 	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Embargoed final report (Tuesday)
Week	
<p>23</p> 	<p>Events/activities this week</p> <ul style="list-style-type: none"> • Final report published (Tuesday). • HSCP has 6 weeks to return improvement plan.

Week	
25	Events/activities this week <ul style="list-style-type: none"> • None
26 	Events/activities this week <ul style="list-style-type: none"> • Post inspection questionnaire issued (HSCP has 2 weeks to complete and return).