

8 September 2017
Reference no. 17180158

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 17 August, making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request:

Can you please supply me with the template DST used by multi-disciplinary teams (MDT) in your own CCG (or the Oxford Health NHS Foundation Trust (OHT) on behalf of the CCG) when recording assessments for CHC eligibility? If it is identical in absolutely every respect to the original DST provided on the GOV.UK website (<https://www.gov.uk/government/publicatio...> no CCG logo or other additions, then please confirm that this is the case.

If multi-disciplinary teams in your CCG (or the Oxford Health NHS Foundation Trust (OHT) on behalf of the CCG) have any discretion about which version of the DST may be used in different settings (such as home, hospital or care home), please advise on the criteria for using the different versions. If they do not have any discretion to use a different version of the DST supplied in request 1, please confirm that this is the case.

I would like also the template version of the DST which is provided to applicants and their families when the outcome of the assessment is made known to them, if this is in any way amended or edited from the DST requested above. If the version of the DST given to the applicant or their family (when the outcome of the CHC assessment is made known to them) is exactly the same in every respect to the one referred to in request 1, please confirm that this is the case.

When the applicant or the family is told the outcome of the assessment for CHC funding, are they automatically also sent a copy of the DST? If the DST is not routinely provided, are applicants and their families told that the DST is available to them on request or is the wording phrased without a specific reference to the actual Decision Support Tool? (eg "For more information about how this decision on eligibility was reached, please contact our office") IMPORTANT NOTE. The template materials from the National Framework are publicly available on the GOV.UK website and are not therefore covered within the scope of the FOI Act. Please do not refer me to that page unless the DST in use by your CCG is identical in EVERY RESPECT to the original. I am seeking the materials that are actually used by your CCG, which may be slightly different from the national tools.

I would like to see any CHC Operations Manual that is specific or specifically used by the NHS Oxfordshire Clinical Commissioning Group (or the Oxford Health NHS Foundation Trust (OHT) on behalf of the CCG).

Response:

1. There are some formatting amendments and the template is not identical, , however nothing has been removed. A copy is attached as is a copy of the DST which is used alongside a care needs portrayal document. The portrayal document is used for an assessment for a person who is deceased and where it is not possible to gain an MDT recommendation. In this case the panel would then make the recommendation, the DST is written in a way to reflect this.
2. Different versions are not used across locations in Oxfordshire.
3. The Version above with amendments is given to families.
4. Yes, this is sent with the outcome letter.
5. I have attached the Panel process document.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance