

## **Additional Resource 1: Data Collection Checklist**

[Courtesy of TriNova Consultancy Service]

### **Individual services:**

Q. For each day and vocational service in the area, do you have full, up-to-date and accurate information on:

- The full range of support, activities and programmes on offer?
- What therapeutic, social, leisure, educational, cultural and training groups are provided? How many of these are delivered in-house, and how many in ordinary mainstream community settings?
- How many of these activities are user-run?
- What choice do service users have?
- The geographical coverage of the service?
- The numbers of separate individuals using the service (registered, attendances) per week and month?
- The age, gender and ethnicity of service users?
- How people access the service? (referral routes, scope for self referral)?
- Whether the service is operating at capacity? (waiting lists)
- How often people use the service?
- When do people use the service? Availability in evenings and at weekends?
  
- How long do people use the service?
- How many of the service users also use other day services?
- Where users of the service are resident?
- How most people reach the service – public transport, car, provider 'pick-up' scheme, taxis etc.
- How many service users are undertaking volunteering (in mainstream settings) each year?
- How many service users are involved in in-house education or training programmes (and working towards accredited qualifications) each year?

- How many service users are involved in in-house social and cultural programmes each year?
- How many service users are involved in mainstream education or training programmes (and working towards accredited qualifications) each year?
- How many service users are involved in in-house social and cultural programmes each year?
- How many individuals are finding employment each year? What kind of jobs are they? Full, part-time or permitted work? What sectors?
- How many of these are retaining their jobs?
- How is the service funded? Full details of sources and levels of funding (service level agreement, supplementary funding).
- Full details of expenditure, including fixed and hidden costs.

### **Provision across a locality:**

- Q How are services distributed geographically?
- Q How does this distribution reflect the population distribution?
- Q What is the sectoral and skill mix of providers? Statutory? Voluntary sector? Specialist mental health provider? Pan-disability provider?
- Q What types of services are available in each natural community (major conurbations, rural communities)?
- Q Do you have a good understanding of how easy it is for service users to move into, between and out of day and vocational services?
- Q In each natural community, do individuals with mental health problems have access to:
- opportunities for social contact, support, personal development
  - support to participate in mainstream social, cultural and educational activities in ordinary community settings?
  - opportunities to develop work-related skills through education and training
  - support to find and keep employment.
- Q Are there particular localities in which individuals do not have access to all of these kinds of opportunities and support?

- Q Do you have a clear picture of the configuration of day and vocational services that will be required to provide adequate pathways for individuals out of day services and into employment and community participation?
- Q Do you have an understanding of how day and employment services interact with other mental health services? For example, is there any culture of providing community bridge building support through local CMHTs?
- Q Are you able to make estimates of likely demand for services within this new service configuration?
- Q Have you considered what uncertainties there might be in these demand estimates and how you would cope with these operationally?

### **Investment:**

- Q Do you have a clear picture of current investment in services with respect to:
- each service
  - each geographic locality
  - population distribution
  - type of service (employment support, day centre, bridge building)
- Q Are you in a position to consider value for money in relation to each service?

### **Stakeholder views:**

- Q Do you have a clear picture of the aspirations of local people with mental health problems?
- Q Do you have a clear picture how current service users value services?
- Q Do you have a clear picture how service users think current services could be improved?
- Q Do you have a clear picture of the views of individuals with mental health problems who do not use services?
- Q Do you have a clear picture of the views of project staff in relation to current and future services?
- Q Do you have a clear picture of the views of carers in relation to current and future services?

**Good practice and government guidance:**

- Q Do you have a good understanding of the principles and functions of day services suggested in the Commissioning Guidance on Day Services (2006)?
- Q Do you feel sufficiently informed regarding the evidence base on day and vocational services – what approaches are effective and for whom?
- Q Do you feel sufficiently informed regarding good practice in the field of day and vocational services?