



# Children's Services Mapping

A COMPLETE PICTURE OF CHILDREN'S SERVICE PROVISION

## Briefing note for local authorities: Preparation for CSM data collection 2009/10

### Introduction

The following briefing sets out;

- Background and overview of CSM
- The benefits, outputs and products of CSM to your organisations
- The requirements from your organisation to ensure a successful mapping exercise.
- An overview of support available
- Timetable and next Steps

### Background

The integrated delivery of the Change for Children agenda is a challenge that all local authorities and PCTs in England are facing. Partnership working is required to ensure the delivery of comprehensive prevention and early intervention services, as well as specialist care, to meet the diverse needs of children, young people and their families.

Children's services mapping (CSM) supports the development of a partnership approach to the joint commissioning, planning and delivery of services.

### What is Children's Services Mapping?

CSM is an on-line data collection exercise that is carried out annually to provide information at a national, regional and local level about children's and maternity service provision and investment.

It is a voluntary exercise in which every local authority, together with their Children Trust partners, are being invited to participate.

It is a tried and tested methodology, jointly funded by DCSF, DH and the NHS, which was first developed in 2002 to understand the nature of CAMHs provision, then developed

further in 2005 to include child health and maternity services. This final phase aims to ensure the full integrated nature of provision can be understood.

### **Benefits of Participation**

CSM aims to support Local Authorities and their partners in the development of a clear assessment of need in order to contribute to the proper targeting of resources and the delivery of improved outcomes to children and young people.

An early pilot stage demonstrated that many LAs were commissioning external organisations at significant cost to develop a map of local provision. CSM represents a cost effective solution to this since the central team is funded jointly by DCSF, DH and the NHS. The cost to LAs is therefore time. CSM has the added advantage that by utilising a common national tool, benchmarking and local comparisons can be made once there is full participation.

In addition, CSM provides a Directory of Services for local users that is updated annually as each mapping cycle takes place, thereby addressing the national requirements for Family Information Services.

### **Outputs**

Mapping outputs include:

- The development of a comprehensive view of services across health, social care, education support and youth work for use as a basis for gap analysis and service development.
- An indication of progress towards service integration across universal, targeted and specialist services.
- A national overview of Children's Trust arrangements with information on the development of strategic partnerships, integrated management and service delivery against which your own arrangements can be compared.
- The relationships between commissioning, planning and delivery of services against key national policy goals.
- Information about investment in children's services to support the transparency of budgets and development of joint commissioning.

- Indicative trends in proportion of investment spent on the delivery of universal, targeted and specialist services to be tracked year on year.
- An overview of total children’s workforce, where services are being delivered and by whom.
- Mapping of the contribution made by 3<sup>rd</sup> and private sector .

## Products

Each local authority will receive:

- An annual report
- A local authority profile reporting on all services and finance mapped by the local authority
- A Children’s Trust profile summarising inter-agency input from relevant local authorities, PCTs and NHS Trusts
- CAMHS partnership reports summarising all CAMHS services working in the partnership area and the investment in them
- Monthly E-Bulletin updates on the mapping process and findings
- A feedback report on the quality of data mapped.

## Requirements to Participate from your LA

To achieve a useful data set for the above purposes our experience has shown that the following key requirements lead to the most successful mapping exercise;

- DCS support for its delivery and wide communication of its uses to Children’s Trust partners through a paper to the Board or appropriate group (many use this briefing as a basis for the paper)
- A clearly nominated Mapping lead who can delegate completion of the detailed questionnaires, but who has an overall role in coordinating its delivery, chasing up non mappers and communicating regularly with their LA
- Development of a project plan to oversee the exercise.
- Attendance of those who will be mapping at a training day delivered by the National Mapping team.

## Role of the Mapping Lead

The mapping lead’s role is crucial to the successful delivery of the programme. Their specific tasks include;

- Registering on the mapping website (in October) after which they will receive a password that gives access to the on-line set up procedure.
- Agreeing the structure to suit their local authority/Children’s Trust arrangements and setting up the list of services to be mapped, organisations can use their existing service directories to help with this.
- Assigning and delegating other people to assist in the completion of the exercise through an on line process. This may include service managers and leads for performance, finance and workforce, internal to the local authority or from partner agencies.
- Overseeing the process over the 4 month data collection period (November to February each year)
- Confirming the completion of the exercise, following receipt of a summary report of results and obtaining ‘sign-off’ by the Director of Children’s Services. They will receive a response confirming the end of the exercise.

### Support Available

The mapping team will provide the following support mechanisms through the exercise;

- A training programme of regional events which will provide an opportunity for local authority, PCT and NHS leads to meet and learn about the exercise.
- On-line tutorials that will take you through the mapping process.
- Guidance on completion available on line.
- A “sandbox” questionnaire on the website from October to enable you to investigate all the detailed questions asked of you. This allows you to trail the data entry requests without data being saved.
- A regional support worker who will be available to support Mapping Leads and partnerships complete the exercise by phone, email and by face-to-face meetings.
- A helpdesk run by Durham University.

### Time Table

Each typical mapping cycle has the following key dates;

- October
  - Registration on website will open for Mapping Leads.

- Helpdesk opens
- Regional training events for local authority, PCT and NHS trust staff
- November 1<sup>st</sup>
  - Mapping website will open for data entry and the helpdesk will operate a full service.
- January
  - Summary report showing the data submitted to date by each local authority will be available on-line.
- February 28<sup>th</sup>
  - Data entry closes.
- April
  - Results available as on-line tables on the website.

### **Next Steps**

LAs are asked to contact the national mapping team helpdesk on 0191 334 1489 or [help@childrensmapping.org.uk](mailto:help@childrensmapping.org.uk) to register their interest. Further discussions are welcome by contacting the National Mapping Lead, Claire Hartley on 07769881507.