

	A	B	C	D	E	F	G	H	I
1	Quality Monitoring LD Supported Housing Template 2018 - 19								
	<b>Guidance:</b> Please do not write into grey cells - provide data only in white / unshaded cells. Please refer to Instructions column (I) to understand what information is being asked for. Do not write into Instructions column, write general comment into quarterly reporting narrative at bottom. If there are specific comments about a particular cell/figure, please use Comments function and put minimum info needed to explain.								
2		Name of organisation and service							
3		Name and position of person completing return							
4		Latest performance rating from CQC ( if applicable)							
5		Date of Last CQC inspection ( if applicable)							
6			Q1	Q2	Q3	Q4		Annual Total	
7		Core service costs (£)							
8		Description of Core service level							
9									
10		Performance Measure	Q1	Q2	Q3	Q4	Name of Providers worked with	Annual Total or Average	Instructions for Completion
11	Individual Service Fund Information	No. of people under the Scheme							
12		Total Individual Service Fund Client 1							
13		Provider one allocation from budget							
14		Provider two allocation from budget							
15		Provider three allocation from budget							
16		Total Individual Service Fund Client 2							
17		Provider one allocation from budget							
18		Provider two allocation from budget							
19		Provider three allocation from budget							
20		Total Individual Service Fund Client 3							
21		Provider one allocation from budget							
22		Provider two allocation from budget							
23		Provider three allocation from budget							
24		Total Individual Service Fund Client 4							
25		Provider one allocation from budget							
26		Provider two allocation from budget							
27		Provider three allocation from budget							
28		Total Individual Service Fund Client 5							
29		Provider one allocation from budget							
30		Provider two allocation from budget							
31		Provider three allocation from budget							
32		Total Individual Service Fund Client 6							
33		Provider one allocation from budget							
34		Provider two allocation from budget							
35		Provider three allocation from budget							
36		Total Individual Service Fund Client 7							
37		Provider one allocation from budget							
38		Provider two allocation from budget							
39		Provider three allocation from budget							
40		Total Individual Service Fund Client 8							
41		Provider one allocation from budget							
42		Provider two allocation from budget							
43		Provider three allocation from budget							
44		Total Individual Service Fund Client 9							
45		Provider one allocation from budget							
46		Provider two allocation from budget							
47		Provider three allocation from budget							
48		Total Individual Service Fund Client 10							
49		Provider one allocation from budget							
50		Provider two allocation from budget							
51		Provider three allocation from budget							
52		Total Individual Service Fund Client 11							
53		Provider one allocation from budget							
54		Provider two allocation from budget							

	A	B	C	D	E	F	G	H	I
55		Provider three allocation from budget							
56		Total Individual Service Fund Client 12							
57		Provider one allocation from budget							
58		Provider two allocation from budget							
59		Provider three allocation from budget							
60		Total Individual Service Fund Client 13							
61		Provider one allocation from budget							
62		Provider two allocation from budget							
63		Provider three allocation from budget							
64		Total Individual Service Fund Client 14							
65		Provider one allocation from budget							
66		Provider two allocation from budget							
67		Provider three allocation from budget							
68		Total Individual Service Fund Client 15							
69		Provider one allocation from budget							
70		Provider two allocation from budget							
71		Provider three allocation from budget							
72		Total Individual Service Fund Client 16							
73		Provider one allocation from budget							
74		Provider two allocation from budget							
75		Provider three allocation from budget							
76		Total Individual Service Fund Client 17							
77		Provider one allocation from budget							
78		Provider two allocation from budget							
79		Provider three allocation from budget							
80		Total Individual Service Fund Client 18							
81		Provider one allocation from budget							
82		Provider two allocation from budget							
83		Provider three allocation from budget							
84		Total Individual Service Fund Client 19							
85		Provider one allocation from budget							
86		Provider two allocation from budget							
87		Provider three allocation from budget							
88		Total Individual Service Fund Client 20							
89		Provider one allocation from budget							
90		Provider two allocation from budget							
91		Provider three allocation from budget							
92	Personal Budget information	Sum of Personal Budgets for all clients	0	0	0	0		0	Populated by LBI
93		Total number of budgets reduced in the quarter						0	Please record in comments the client(s) initials concerned
94		Total number of budgets increased in the quarter						0	Please record in comments the client(s) initials concerned
95		Total number of ILDP reviews carried out in the quarter						0	Please record in comments the client(s) initials concerned
96	Moving In / Out	Total no of new clients moved into the accommodation						0	Number of clients who have moved into the service during the quarter, i.e. tenancy/license start date falls within quarter
97		Total no of clients who have left the service						0	Number of clients who have left the service during the quarter, i.e. end of tenancy/license date falls within quarter
98		Total no of clients at risk of eviction / who have been served notice						0	
99		Total no of clients requiring alternative suitable accommodation						0	Number of clients where there is a joint agreement between provider, ILDP, client and carer where relevant to pursue move-on; please record in comments how progressed /referrals completed to Brokerage etc.
100									
101	Client Ethnicity	White British							
102		BME / Other							
103		Refused/would prefer not to say							
104		Not known							
105	Client Age	18-29							
106		30-49							
107		50-65							
108		65+							
109	Client Gender	Male							
110		Female							
111									
112		Total number of hours delivered in the quarter							number of days worked by Agency staff.

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113	Staffing	Number of agency hours used during the quarter							
114		% of support hours provided by agency workers during the quarter	#DIV/0!	#VALUE!	#VALUE!	#DIV/0!			Populated by LBI
115		Number of vacant posts during the quarter							If these overlap quarters do not show them again
116		Duration of time Service Manager has been present in post							
117		Staff starting during the quarter							
118		Staff leaving during the quarter (including maternity leave)							Please indicate in comments section the leavers post held in Service
119		Enhanced DBS checks completed for all staff in direct unsupervised client contact (Y or N)							
120	Staffing Ethnicity	White British							
121		BME / Other							
122		Not known - data not collected							
123	Staffing Gender	Male							
124		Female							
	Staff Training	No. of staff who have attended training during the quarter							Please indicate in comments which training has been attended
125									
126									
127	Support Activity	No of Incident reports during the period							Count by date that report was submitted to ILDP / Disabilities Commissioning rather than date of incident. May be discrepancy with LBI if multiple reports around same incident.
128		No of safeguarding alerts raised by provider							
129		No of complaints received ( write in comments whether from client/carer/both/other)							referring to formal complaints logged
130		No. of compliments received ( write in comments whether from client/carer/both/other)							
131		No. of clients with an active eating and drinking screening tool that has been reviewed within the last 12 months, (review not required if currently working with the Speech and Language Team )							
132		No. of clients with a Positive Behaviour Support Plan reviewed within the last 12 months							
133		No. of clients with a communication passport reviewed within the last 12 months							
134		No. of clients with an annual health check over due i.e. not within the last 12 months							referring to health checks completed by patient's GP
135		No. of hospital admissions (where overnight stay / admission to ward or longer)							do not count visits to A&E where client assessed and discharged without admission
136		No. of emergency service attendances to scheme							covers all emergency service attendances including fire/police/medical
137		No. of clients in paid employment (externally)							referring specifically to external employment outside the provider. Any in-house employment e.g. for interviewing can be flagged through other reporting
138		No. of clients in training / volunteering / college							
139									
140	Comments by provider								
141	Quarter 1	Please provide an over view of the quarter reflecting on challenges and successes with a focus on partnership working (including other Providers and landlords), management of the ISFs/staffing/ training and other issues -500 words maximum							Use this section for any further context you would like to provide Commissioning about significant data
142	Quarter 2								Use this section for any further context you would like to provide Commissioning about significant data
143	Quarter 3								Use this section for any further context you would like to provide Commissioning about significant data
144	Quarter 4								Use this section for any further context you would like to provide Commissioning about significant data