Insert Organisational Crest as required

**Project Action Plan**

**to support the implementation of *Time to Move on from Congregated Settings***

***in***

**Service Name**

**Date**

***This document has been developed as a guiding template for services to amend and populate in order to develop their own specific project action plan***

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***Additional Supporting Documents to be included by Service:***

*Current Statements of Purpose and Function for Service Units*

*Communication Plan Document*

*Master Dataset Template (if not included as part of the Project Scope Statement)*

*Schedule 3 Template (if not included as part of the Project Scope Statement)*

# Purpose

This action plan will be used to outline the current configuration and the future pathway for Service Name in order to develop and progress from an institutional model of care to a community based model. This plan describes what is happening today and proposes a model of support that enables and supports meaningful lives as chosen by residents, within the resources available, in line with national policies and in an achievable time frame.

This plan outlines the future actions that will be taken to ensure that support is provided to all of the stakeholders involved in this process within the context of:

* The Reform Agenda (2015)
* Safeguarding Vulnerable Persons at Risk of Abuse –National Policy and Procedures (2014) and the National Safeguarding Committee Strategic Plan 2017–2021
* The Value for Money and Policy Review (2012)
* New Directions – Personal Support Services for Adults with Disabilities (2012)
* Time to Move on From Congregated Settings (2011)
* McCoy Report – Áras Attracta
* A National Framework for Person - Centred Planning in Services for Persons with a Disability
* A Quality Framework: supporting persons with disabilities to achieve personal outcomes

The team at Service Name, together with the Chief Officer and the CHO Leadership Team, are fully engaged with the work being underway by the HSE at national level on the implementation of the *Time to Move on From Congregated Settings* policy and the wider *Transforming Lives* Programme in disability services.

The proposed changes to Service Name will ensure that each person’s care, safety and outcomes are optimised. With a project team being identified, supported by the CHO and key stakeholders from the National Disability Strategy & Planning and Operational Teams, this plan will ensure an improved quality of life for all residents of Service Name , through the development of a community based, person-centred model of service.

## Transition to a New Model of Service

Residents in congregated settings have historically lived in an institutional model of care, and will need support and assistance to transition to a community based model, providing individualised supports to optimise their individual potential, provide an enhanced quality of life for all and establish a more positive environment for residents. Moving from an institutional model of care to a community based model of care will enable and support meaningful lives as chosen by the Residents.

This transition will require support for service users, alongside education and training of staff to adapt to this new model of support rather than care. A more flexible approach to the delivery of care and rosters, along with introduction of a different skill mix for staff will be required, and engagement with staff and unions will be on-going to progress this.

In many instances this project for change will be progressed alongside on-going work to provide a stable, safe environment in line with statutory regulations (HIQA).

## Voluntary Partners and Supporting Bodies

Significant benefits can be achieved by partnering with other organisations and voluntary sector providers to maximise the opportunities available and to draw on a wider range of skill sets and experience to achieve the best outcomes for each individual.

This project action plan is based on a planned collaboration with voluntary partners including: *Specific details to be added , including an overview of the role of different partners*

Example :

* Approved Housing Bodies
* HSE
* Other voluntary providers
* Employment networks
* Community networks
* Project management
* Genio

# Action Plan Approach

This plan is framed as a “project action plan” for Service Name to outline our vision for the future development of our services, and identify how this will be achieved through defined actions. The action plan maps the current service provision and future plan for the service in order to identify the options for reconfiguration and resource allocation.

The plan supports meaningful consultation and engagement with all stakeholders on an on-going basis and recognises that there must be sufficient space and time to undertake any necessary individual assessments and develop person-centred plans for those being supported to move.

*NOTE: The plan template can be used to focus on an entire campus or a specific part of a setting for example, the closure of a specific unit or to support the planning of one new community home.*

## Structure of the Project Action Plan

The Project Action Plan follows the following structure:

**Project Scope Statement:** This is a high level statement detailing the scope, description, objectives, outcomes, deliverables and critical dependencies of the project. This can be utilised for the organisation and/or for each service within the organisation project parameters.

**Workstream Mapping:** This identifies the key areas to consider when undertaking this change project to ensure there is an assignment of roles/tasks to individuals to support the delivery of the project.

**Current Service:** Details of the profile of the residents in the setting, setting configuration, WTE staffing complement, governance and organisational structure, budget , day and respite and other services on site.

**Future Configuration:** of Service Details of the profile of the residents in the new settings, setting configuration, WTE staffing complement, governance and organisational structure, budget , day and respite and other services on site.

**Gap Analysis:**  Details of any deficit or surplus in resources that will need to be managed in order to achieve the remodelling of the service to support residents moving to the community. This will include: Skill mix, WTE, training, funding etc.

**Communication & Engagement:** Details of the processes put in place to date and planned in order to ensure meaningful communication and engagement with the stakeholders.

#### Key Elements of the Project Action Plan

# Project Scope Statement

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Lead/Manager:** |  |
| **Date:** |  |
| **Project Justification:** | *Example : This project is to support the transition of XXX individuals from XXX location to a community based model of service in line with the Time to Move on and New Directions policies.* |
| **Project**  **Description:** |  |
| **Project**  **Objectives:** |  |
| **Project Outcomes:** |  |
| **Project stages, Deliverables and timelines** |  |
| **Critical dependencies for the project** |  |
| **Assumptions** |  |
| **Risks** |  |
| **Approach to delivering the project:** | *How the project will undertake its work. e.g. establishing project team, workshops etc* |
| **In Scope of project:** | *Example : reconfiguration and delivery of day supports in keeping with new Directions model* |
| **Outside of Scope of Project:** | *Example:*  *Project plan excludes Centre X on the service campus, which will be subject of a separate project action plan*  *X residents accessing day supports in the residential setting will not be subject to individuals planning processes* |
| **Project Team Members:** |  |

## Project Work streams

The Project Action Plan (PAP) identifies that there are 8 work streams, that are critical to supporting the transition of a service from an institutional model to a community based person-centred model of support. It is recommended that there is an identified lead for each of these workstreams :

|  |  |
| --- | --- |
| **Project Management Work streams** | |
| **Work stream Name**  **(examples given below)** | **Assigned Lead Person** |
| **Workforce Planning** |  |
| **Finance** |  |
| **Communication Planning** |  |
| **Housing Acquisition** |  |
| **Individual Assessments** |  |
| **Governance/ Planning oversight** |  |
| **Community Services** |  |
| **Transition planning** |  |

***In Appendix 1,***  *An outline of the specific deliverables identified under each workstream is goven. This identifies that an owner and a date for delivery should be assigned to every task. This should be considered the minimum level of detail to include in the action plan. The action plan table should be amended and populated for each service /unit as appropriate.*

***In Appendix 2,*** *there is a Project Task List . This is an additional template that can be used to log and track the detailed tasks under each work stream as a project management tool. This will support services in monitoring timelines, identify and escalating blockages and risk; and ensuring that critical dependency issues are managed.*

# The Service Today

*Insert- Vision Statement*

## Current Service Profile

*Details of the environment, site, layout etc.*

## Profile of the individuals in the service

*Number of residents, ages, gender, level of disability*

Residents

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **High Support Needs** | **Medium Support Needs** | **Low Support Needs** | **Additional**  **needs** | **Type of Additional needs** | **TOTAL** |
| **Total** |  |  |  |  |  |  |
| **GENDER** | | | | | | |
| **Male** |  |  |  |  |  |  |
| **Females** |  |  |  |  |  |  |
| **AGE** | | | | | | |
| **Under 60** |  |  |  |  |  |  |
| **Over 60** |  |  |  |  |  |  |

*It may be appropriate to provide this detail in relation to the overall population within the service as well as any specific areas that are being targeted in the action plan, in order to provide appropriate context.*

*Additional or more detailed information may be avaiable throug the administration of needs assessment of analysis tools, such as SIS, FACE, National Disabiity analysis tool etc*

## Profile of Specific Units covered under Plan

*Where appropriate details of specific units within service should be included*

**Example Unit 1:**

This unit is a 24 hour, 7 day, and residential facility for adults with Intellectual Disability and complex health needs. The centre caters for XX residents. The designated centre also provides respite services on a planned basis throughout the year*.*

**Composition of Example Unit 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area | No of residents | | No of rooms | Care and support needs |
| West Wing | Male  1 | Female  7 | 4 single rooms | Twenty four hour nursing support for elderly care |
| 1x 4 bedded |
| East Wing | Male  7 | Female  2 | 2 single rooms | Twenty four hour nursing support for adults with a disability and high co-morbidities |
| 2 x 2 Bedded |
| 1 x 3 bedded |

## 

## Current Staffing

Overview of the staffing structure, WTE numbers, skill mix etc. Reference should be made to the use of overtime, agency or other supplementary staffing i.e. contract cleaning etc . Clarity is also needed in relation to any funded vacant posts or unfunded etc

#### Table of staff WTE complement in setting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **WTE per location** | | |  |  |
| **Role** | **Unit 1** | **Unit 2** | **Unit 3** | **Total** | **Cost** |
| **Director of Services** |  |  |  |  |  |
| **CNM3** |  |  |  |  |  |
| **CNM 2** |  |  |  |  |  |
| **CNM 1** |  |  |  |  |  |
| **Nursing** |  |  |  |  |  |
| **Social Care Leader** |  |  |  |  |  |
| **Health Care Assistants** |  |  |  |  |  |
| **Housekeeping** |  |  |  |  |  |
| **Social Care Worker** |  |  |  |  |  |
| **OT / Physio / Social Worker** |  |  |  |  |  |
| **Other** |  |  |  |  |  |

#### Staffing Complement by sub-unit

The staff complement in particular units that may be the focus of the action plan can be expressed separately and explored more in terms of actual headcount . This will take account of the 24/7 nature of the unit and show that some staff are working shorter weeks. It is worthwhile also referencing whether this complement includes provision for holiday cover/relief etc and provides autonomous governance .

#### Example: Unit 1 core staff complement

|  |  |  |
| --- | --- | --- |
| **WTE Value** | **Headcount** | **Position Description** |
| **2** | **3** | **Clinical Nurse Manager 2** |
| **2** | **1.8** | **Clinical Nurse Manager 1** |
| **20** | **26** | **Staff Nurses** |
| **10** | **12** | **Care Assistants** |
| **35** | **42** | **TOTAL** |

## Other services provided in this setting

**Day**

Details of other services provided in the setting or accessed by the people in the service through other parts of the campus/ congregated setting.

**Respite Service**

Details of repsite services provided in the setting or accessed by the people in the service through other parts of the campus/ congregated setting.

## Governance/Oversight in the service

Current governance structure in service

*Smart Art Chart below can be amended as required or alternate chart inserted*

## Governance Structure for Project

A comprehensive governance structure to oversee the effective implementation of the project action plan is being put in place as outlined in the figure below. The Implementation Team will include .................

*Smart Art Chart below can be inserted as required to clarify structure*

## Current Financial Profile of Service

Clear cost profiling should be done across the existing organisation with direct / variable costs identified by cost centre and location , right down to individual resident/placement where possible.

Indirect costs associated with Head Office, quality and safety, catering, cleaning, maintenance, etc to be identified and apportioned out

The financial profiling should include::

* Direct Service Provision Pay costs- Basic, premia, allowances, overtime, agency, employer costs
* Non direct pay costs- Basic, premia, allowances, overtime, agency, employer costs,
* Non pay costs
* Central costs- pay and non pay elements ( include admin and supervisory posts )
* Income - charges, pensions

# ****Map of Future Services****

***Insert Vision Statement***

## Overview of Project

This should reflect information contained in the high level project scope statement

Details of specific location, service or resident group that is the focus of project action plan

* Rationale for focussing on this area
* Other pressures/factors
* Main objectives in the project plan

## The Future Service

*Details of the environment, site, layout etc.*

## Profile of individual services by future house

Where appropriate details of specific houses within service should be included

***Example***

***House 1*** *24 hour, 7 day, and residential facility for adults with Intellectual Disability and complex health needs. The house will be home to XX residents.*

***House 2*** *12 hour, 7 day, and residential facility for adults with Intellectual Disability and some additional health needs. The house will be home to XX residents.*

***House 3*** *8 hour, 5 day, and residential facility for adults with Intellectual Disability. The house will be home to XX residents.*

Example: Composition of new houses

|  |  |  |  |
| --- | --- | --- | --- |
| House | No of residents | No of rooms | Care and support needs |
| House name | Male  4 | Single  4 | Twenty four hour nursing support for elderly care |
| House name | Male 1  Female  3 | Single  4 | Twelve hour social care support for adults with a disability and some co-morbidities |
| House name | Male 1 | Single 3 | Eight hour care support for adults with a disability |
| Female  2 |

## Future Current Staffing

Overview of future staffing structure, WTE numbers, skill mix etc. It is important in this section to map the proposed skill mix and WTE configuration that can support best practice and the delivery of the person centred plans i.e. best case scenario.

This may create areas of skills deficit/surplus which will then be addressed in the gap analysis.

#### Table of staff WTE complement in setting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **WTE per location** | | |  |  |
| **Role** | **Unit 1** | **Unit 2** | **Unit 3** | **Total** | **Cost** |
| **Director of Services** |  |  |  |  |  |
| **CNM3** |  |  |  |  |  |
| **CNM 2** |  |  |  |  |  |
| **CNM 1** |  |  |  |  |  |
| **Nursing** |  |  |  |  |  |
| **Social Care Leader** |  |  |  |  |  |
| **Health Care Assistants** |  |  |  |  |  |
| **Housekeeping** |  |  |  |  |  |
| **Social Care Worker** |  |  |  |  |  |
| **OT / Physio / Social Worker** |  |  |  |  |  |
| **Other** |  |  |  |  |  |

#### Staffing Complement in new community homes

Developing a staff complement in particular new homes may be the focus of the action plan. The new complement should take account of the 24/7 nature of the unit. It is worthwhile also referencing whether this complement includes provision for holiday cover/relief etc and provides autonomous governance.

#### Example: House 1 core staff complement

|  |  |  |
| --- | --- | --- |
| **WTE Value** | **Headcount** | **Position Description** |
| **2** | **3** | **Clinical Nurse Manager 2** |
| **2** | **1.8** | **Clinical Nurse Manager 1** |
| **20** | **26** | **Staff Nurses** |
| **10** | **12** | **Care Assistants** |

## Other services provided in this setting

**Day**

Details of how the other services provided in the original setting or accessed by the people in the service through other parts of the campus/ congregated setting will be addressed.

**Respite Service**

Details of how any respite /emergency placment services provided in the original setting or accessed by the people in the service through other parts of the campus/ congregated settings will be maanged in the future.

## Financial Profile of the Service

In this section services will need to demonstrate a level of financial analysis that will indicate the full cost of achieving the move from the congregated setting.

The financial profiling must demonstrate the expected cost of each service by location broken down by category of expenditure. There will be a requirement  for mapped payroll information to be reconciled to the service location costs to also include grade, salary, WTE.

# Gap Analysis

Details should be provided of the specific differences arising between the current and future service models.

This will include “gaps” that are both deficits and surplus of resources i.e. skill mix of staff , indirect support staff, vehicle fleet, capacity of integrated day services, estate resources and outline how it is planned to address these gaps.

* Staff Resources- skill mix gaps
* Staff resources- quantum of gaps /excess
* Training Needs
* Financial Resources
* Access to other services- provision of supports form other services i.e. access to GP, primary
* Estate/ Fixed Assets

# Communications and Engagement

As with all large scale change programmes, communication and engagement with relevant stakeholders will be key to progressing this action plan.

The plan should reference the specific steps taken and planned around communication and engagement, and how this will be supported by the Communiation work stream. The *Time to Move On National Communication Plan Key Messages Guidance Document* and *Communication Stakeholder Mapping tool* are available to support this work on [www.hse.ie/timetomoveon/](http://www.hse.ie/timetomoveon/)

## Service User and Family Engagement

Details of the specific steps taken around communication and engagement with these stakeholders to be discussed here. Further details of these should be included in the service specific Communications and Engagement plan

## Advocacy Service

Details of the specific steps taken around advocacy provision to be discussed here . Further details of these should be included in the service specific Communications and Engagement plan.

# Project Management Tools

A number of resources including pre-populated templates and project management tools have been developed to support the development of the project action plan and to support servcies in delivering and monitoring the implementation of the plan. These are all included in the Appendices.

Work stream Task Breakdown

This is a comprehensive pre-populated table that identifies some of the specific tasks that might be required under each of the eight workstreams. T is only a guide and and providers are expected to review and amend this table to reflect the work they need to complete. Once completed , this can be used to track the activity under each of the eight workstreams.

Project Task List

This is project management tool that can be used to track the main key actions from the workstream task breakdown. This can be useful to monitor the activity against timeframes and milestones to capture when tasks are falling behind schedule and might impact the project viability

Issue Log

Captures issues that need to be addressed in order to achieve./ progress the project

Risk Log

Captures Risks that have been identified as having the potential to impact on the project progress , if they develop into issues.

Dependency Log

Critical Dependencies re the “Showstopper” issues that are known to the service as being critical to achieving project success. This might include issues such as the outcome of an LRC Hearing , a core fundng staff deficit etc . re identified as Dependency

# Appendices

## Project Action Plan

### Workstream 1: Leadership, Governance, Strategy & Planning

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Key Actions/KPI** | **Task Owner** | **Date Due** |
| Identify Clear Mission Statement re policy  Clear visions and “Statement of Purpose” for overall services and specific centres | * Agreed organisational decision on decongregation * Agreed theory of practice (vision, values, beliefs, assumptions, purview, principles, agreed approach) |  |  |
| Identify Implementation Team | Governance /oversight group in place |  |  |
| Identify Project Manager | Personnel in place to undertake the work |  |  |
| Identify Communications Manager | Personnel in place to undertake the work |  |  |
| Agree Workstreams | Workstreams defined and captured in project scope document |  |  |
| Agree deliverables for each workstreams | TOR and tasks defined for each workstream |  |  |
| Appoint workstream leads |  |  |  |

### Workstream 2: Communications

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Key Action/KPI** | **Task Owner** | **Date Due** |
| Develop local communication and engagement Plan using National Communication Mapping Tool | * Tailor key messages * Develop communication plan to reflect agreed organisational position/SOP * Identify key stakeholders and map engagement processes and timeframes |  |  |
| Commence Staff engagement | * Develop regular meeting structure with staff groups * Engage with Org. Development team |  |  |
| Family engagement | * Establish family forum in partnership with Inclusion Ireland * Agree regular meeting structure |  |  |
| Individual family engagement | * Evidence that timeframe for each person’s move and planned closure communicated |  |  |
| Wider stakeholder engagement | * Plan to identify wider stakeholders linked to organisational and individual plans * Identification of owner for communication with named stakeholders, scheduled meetings/actions etc |  |  |
| Monitor communication plan implementation | * Updates provided externally ( to CHO ) on progress and evidence of internal updates being provided |  |  |

### Workstream 3: Finances

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Key Action/KPI** | **Task Owner** | **Date Due** |
| Corporate / Organisational Level Finance | * Clear unambiguous ledger cost profiling to be done across the existing organisation with direct / variable costs identified per cost centre and down to individual where possible. * Indirect costs associated with head office, quality and safety, catering, cleaning, maintenance, etc to be identified simultaneously. No need to apportion. |  |  |
| Identify level and cost of support required in transition and ongoing | * Support needs are identified and quantified in staffing terms for transition and longer term support, based on the decisions around which individuals will be supported to transition and the support arrangements for each person. * A key piece of work is completed on staffing required for support in the early stages of transitions as individuals navigate their new community setting and then on a longer term basis staffing required for compliance with regulation as individuals become more comfortable with the new environment. * Where the level of need is such that significant rostering is required that this is done as effectively as possible with crossover of shifts at peaks of service need. Requirements of changes in rostering to comply with Organisation of Working Time should be used where possible to maximise support when required most. Costs associated with the roster are identified on an individual |  |  |
| Detail Capital and Minor Capital Requirement to match service user current and future needs | * Break down of capital requirement including modification for compliance, registration, transport where specialist is required, etc. |  |  |
| Corporate strategic restructuring | * As services are taken down on campus a review is conducted of the structure of central services, catering, maintenance, etc. |  |  |
| Organisational Development and Change | * Requirements for project leads, organisational development, specialist assessment services, communications and staff training identified on a project basis and costed accordingly. |  |  |
| Plan for future use of the building agreed |  |  |  |

### Workstream 4: Individual Planning

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Key Action/KPI** | **Task Owner** | **Date Due** |
| Development plan for completion of Individual assessments | * Communication to service users, families and staff * Agreement on tool (CLPT) and may be supported by SIS , ADL,PCP process * Identify how assessments will be completed- staff resources , SMART objectives |  |  |
| Commence individual assessments | * Quality of Life measure undertaken pre-assessment process with each person * Lead staff member identified to work with each person and support circle in place |  |  |
| Deal with issues as they arise | * Planning work underway (housing, health, roles, finances) * Risks & vulnerabilities identified and addressed * Capacities, assets, individual financial arrangements * Proposal for new support arrangement agreed * Individualised Service Agreement in place where appropriate |  |  |
| Complete individual transition plans | * Written plan accepted by all stakeholders * Priority actions identified in personal plan * Issues “Important to me” identified in plan |  |  |
| Review Individual assessments | Formal review process in place |  |  |

### Workstream 5: Housing

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Key Action/KPI** | **Task Owner** | **Date Due** |
| Housing need of each person identified | Personal Housing Profile completed |  |  |
| Housing need submitted to relevant housing agencies | Submission of application form to go on local authority housing list |  |  |
| Appropriate funding solution to address individual housing need identified | Evidence of exploration of social housing options  Completion of application process for housing under social housing options  Completion of application process (process pending) for HSE Capital funding |  |  |
| Properties sourced & secured on behalf of people | Identification of properties  Evidence of engagement / MOU with Approved Housing Bodies |  |  |
| Funding for adaptations sourced and secured | Housing needs data with specific requirements identified |  |  |
| Tenancy Support in place | Evidence of process in place to enable supported tenancy |  |  |

### Workstream 6: Transition

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Key Action** | **Task Owner** | **Date Due** |
| Dates for scheduled transitions agreed | Timetable dates of transitions and link to dependencies /issues |  |  |
| Residential Staff recruited/staff deployed | Gap analysis of staffing  Business Case for additional posts  Training schedule to re- skill /re-orientate existing staff |  |  |
| Developmental supports identified in transition plan put in place | Additional staff resources rostered  Support active family engagement  Deliver individualised skills building to all residents  Psychological preparation |  |  |
| Vulnerabilities / risks monitored | CLTP and action plan in place |  |  |
| Transitional process for individuals commenced | Develop skill building with individuals in new surroundings  Orientation of individuals in new surroundings  Orientation of individuals in new community |  |  |
| Transitional process for staff commenced | Training and orientation  Management and Governance Structures  PIC/PIM in place  PPP s relevant to new location /service in place |  |  |
| Housing prepared and made ready | Utilities in place  Furnishing  Personalisation of homes  Tenancy agreements signed  Social Welfare payments in place |  |  |
| HIQA registration secured |  |  |  |

### Workstream 7: Workforce/ HR /Training

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Key Action** | **Milestones (TBA)** |
| Identify HR support |  |  |
| HR Strategy in place to outline process for staff and manage impact of change | * Linked to communication plan and organisational “statement of purpose” * Engagement and Agreement with Union on process for staff * Proactive scheduled union engagement * Full and active of implementation of HR/IR Framework |  |
| Develop Workforce plan | * Outcome of individual assessments to agree future model of care and inform workforce plan * Staff and union engagement to share plan * Identification of reconfiguration of roles /gaps in staffing * Identify governance structure/ reporting relationships * Financial analysis impact – business case |  |
| Develop Training Plan for all staff | * Liaise with Practice Coordinator or assign PC role * Community specific training? |  |
| Develop recruitment / resource management plan | * Plan with resource implications escalated to CEO/ CHO for approval |  |
| Implement reconfiguration | * Plan to identify phased deliver of reconfiguration to match timing of transitions * Training needs identified and delivered |  |
| Implement programme of staff supervision and training for middle management | * Engage in eternal consultation * Finalise plan * Secure funding for implementation * Implement plan * Commence training programme |  |

### Workstream 8: Community Services

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Key Action** | **Task Owner** | **Date Due** |
| Approach to community inclusion and capacity building agreed | Specific objectives on community inclusion identified in project scope statement around community |  |  |
| Roles of Community Co-Ordinators, Community Connectors and/or Local Area Co-ordinators identified | Job/role description drafted for staff driving community engagement and inclusion |  |  |
| Activities to build Community Capacity assigned | Engagement with local community services to promote disability awareness  Targeted engagement with specific community organisations, employers, educational services etc to build capacity of these services to support people transitioning. |  |  |
| Activities to build Community inclusion assigned | Plan developed to outline how each person will be supported to integrate into local community in line with personal interests and support needs |  |  |
| Complete individual assessment of day support needs | In line with New Directions identify needs of existing service users |  |  |
| Develop day services opportunities | * Identify suitable existing mainstream and specialist services to meet individual’s support needs on interim and long term basis * Explore new opportunities for support services |  |  |
| Explore partnerships with other providers | Engage with Local voluntary providers  Engage with local Community |  |  |
| Develop links with Primary Care services |  |  |  |

## Project Plan Task List

**Project Plan Task List**

**Document Control Information**

|  |  |
| --- | --- |
| **Project Name:** | XXXXXXXXXX |
| **Project Manager:** | Name |
| **Last Updated:** | Date: Name of person updating/ reason for update i.e. post team meeting |
|  | Date: Name /Reason |
|  | Date: Name/Reason |
|  |  |

| **Project Plan Task List** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task Ref** | **Task Description** | **Named Person** | **Date Due** | **Status** | **Comment** |
| **Workstream 1 Governance** | | | | | |
| **Deliverable 1. Overall Project management** | | | | | |
| 1.2 | Identify Implementation Team | J.A. | Date |  | **Completed.**  **Members identified and org. chart completed** |
| 1.3 | Agree Terms of reference for Team | J.A | Date |  | **In draft, to be agreed at next meeting** |
| 1.4 | Set Schedule of meetings / engagement to support project action plan development | S.O’M. | Date |  | **Agenda item for next meeting** |
| 1.5 | Develop risk register for all project moves | S. O’M | Date |  | **Risk Log to be commenced at next meeting** |
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## Service Issue Log

This should be used to record any issues which arise during detailed implementation planning to ensure they are monitored and resolved.

**Issues Log**

Inventory of open issues

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref No** | **Heading** | **Issue** | **Action required** | **Responsible** | **Date raised** |
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## Appendix Risk Log

This should be used to record any risks which arise during detailed implementation planning to ensure they are monitored and resolved.

**Risk Analysis Log**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Analysis** | | | | | | | | |
| **No** | **Risk** | **Date Raised** | **Raised By** | **Probability** | **Impact** | **RAG Status**  **Red/Amber/**  **Green** | **Risk Owner** | **Mitigation / Resolution** |
|  |  |  |  |  |  | Red |  |  |
|  |  |  |  |  |  | Amber |  |  |
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## Dependency Log

- This should be used to record any issues which arise during detailed implementation planning to ensure they are monitored and resolved.

**Project Dependency Log**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Critical Dependencies “show-stoppers”** | | | | | |
|  | **Dependency** | **Actions required** | **Agreed with Dependency Owner (y/n)** | **Agreed Delivery Date:** | **Dependency Owner** |
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