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| **Patient and public participation assessment and planning form**  |
| * NHS commissioners have legal duties
	+ to ‘make arrangements’ to involve the public in commissioning.
	+ to promote equality under the Equality Act 2010
	+ to seek to reduce health inequalities under the NHS Act 2006.
* This template is to help you identify whether there is a need for patient and public participation in your commissioning activity, and to plan fairly and proportionately where this is needed.
* Complete this at the start of the planning process for **any commissioning activity** and **before operational commissioning decisions are taken** which may impact on **the range of commissioned services** and/or the **way in which they are provided**.
* If necessary, complete the attached communications and engagement template to help plan your activity
* **Completed forms may be used as evidence in the event of a legal challenge.**
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| **Title of the plan/ proposal/project /commissioning activity** | **Adult ADHD Diagnosis and treatment Review** |
| **Brief description with key objectives**  | Review/assessment of structures and systems and pathway for diagnosing and treating ADHD in adultsAs such, the review will seek patient experience and participation in a number of ways:* Individual or group discussions with service users to gain feedback on the current service
* Feedback from organisations and groups representing patients and service users e.g. Healthwatch, about experiences of service users they have supported
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| **Is there likely to be an impact on patients and the public?** | Impact will be dependent on outcomes of the review. |
| **If the plans, proposals or decisions are implemented, will there be:**  |
| (a) An impact on how services are delivered? | TBC - Impact will be dependent on outcomes of the review. |
| (b) An impact on the range of health services available? | TBC - Impact will be dependent on outcomes of the review. |
| (c) Any other impact that you can envisage at this point in time? |  |
| **If you have answered yes to (a), (b) or (c), it is highly likely that the legal duty applies.** **Note: the duty always applies to planning of commissioning arrangements (regardless of impact).** |
| Does the legal duty apply to the activity? | The legal duty does not apply at this stage; however best practice guidance does apply. As such, the review will seek to reach out to as wide a range of people with relevant experiences as possible. |
| Describe any existing arrangements to involve patients and the public which are relevant to this plan/activity and/or provide relevant sources of patient and public insight. | User participation will form a major strand of the review. However we acknowledge that numbers are likely to be small, therefore the focus will be on personal experience, stories and qualitative feedback, rather than quantitative data.See section below for actions/contacts |
| Are additional arrangements for patient and public involvement required for this activity? | See below |
| How will the information collected through patient and public participation will be used to influence the plan/activity. | The review report and actions will be shared at all stages with contributing individuals and organisations.  |

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| **Communications and engagement plan - Adult Autism Diagnosis Review** |
| * Use this template to plan communication and engagement activity
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| Date produced | 16.1.18 |
| Project lead | Lucy Cole (HW) |
| Background Proposal/project information | Review/assessment of structures and systems and pathway for diagnosing and treating ADHD in adultsAs such, the review will seek patient experience and participation in a number of ways (detailed below):* Individual or group discussions with service users to gain feedback on the current service
* Feedback from organisations and groups representing patients and service users e.g. Healthwatch, about experiences of service users they have supported
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| What impact will it have and what reaction do you expect? | TBC – on outcomes and proposals from review |
| Key messages | TBC – on outcomes and proposals from review |
| What can people influence/not influence? | At this stage patients and service users are able to influence the information / experiences to be considered in the review. This will therefore influence the review findings, report content and inform the recommendations on next steps. Following submission of the review and next steps agreed by commissioners, there will be an opportunity for involvement in any service redesign activity that may result.  |
| Target audiences | Adults registered with a Rotherham GP who:* Have undergone diagnostic assessment for ADHD as an adult (as a first assessment or to reassess a diagnosis received as a child)
* Are awaiting assessment for ADHD
* Are in receipt of treatment / medication support and review for their diagnosed ADHD
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| What are the measures of success? | Enough personal experiences and stories are shared to enable the review to identify what matters most to those undergoing assessment and treatment as adults. |
| Budget | Activity will be carried out within existing budgets – PPE budget. It is anticipated that this will be minimal e.g. room hire and refreshments if a focus group session is required.  |
|  Methods of engagement/communications | **1st stage – trawl for experience -** Emails sent to organisations who have information and/or contacts as follows (15.1.18)* Healthwatch
* Parent Carer Forum

**Noted that seeking and targeting those with relevant experiences may prove challenging.**Ongoing engagement will be led by those willing to get involved, and could include any of the following:-* Shared experiences
* User stories shared by health professionals/vol com organisations/ advocates
* Focus group or workshops
* Diaries
* Video or recorded materials as well as written
* Semi-structured interviews
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| Timescales | Initial trawl for experiences – Jan- Feb 2018Following the review, any resulting recommendations which require patient and user input e.g. any resulting service redesign, will engage service users and patients at this stage.  |
| Equality and accessibility | *Are there any specific considerations for groups with protected characteristics or those who are ‘seldom heard’?* EIA?- link |
| Partner organisations |  |
| Key contacts |  |
| Risks  |  |
| Mitigating actions |  |
| Evaluation | *Report back on the success/impact of the communications plan.*  |
| Feed back to those involved | *Close the loop and describe how you plan to feed back to people who have been involved* |