

national transition support team

working together to improve transition
for disabled young people

Guidance notes for completion of Transition Support Programme self assessment questionnaire

These notes have been produced to assist with the completion of the Transition Support Programme Self Assessment Questionnaire (SAQ).

There is a £10,000 allocation in the November sure start grant, (Reference weekly local authority email: 0711080003 dated 11 November, titled *Aiming High for Disabled Children – Transition Support Programme: arrangements and funding*) to make sure completing the SAQ does not place an unnecessary burden on local authorities.

To use funding most effectively in completing the SAQ, we recommend that £7,500 should be used to make sure administration costs are covered and to allow time for the following people to contribute to SAQ completion:

- Director of Children's Services
- Director of Adult's Services
- PCT chief executive or children's lead
- Service/strategic managers
- Transition coordinator/lead
- Education lead for SEN at LA level
- Lead member for children and families

We recommend that the remaining £2,500 should be used effectively to make sure the views of disabled young people and families are included. In the pilot stage of developing the SAQ, local areas found it effective to allocate this funding to existing groups for disabled young people, advocacy services that are already working with disabled young people to gather views or local schools to gather views. For parents, local parent partnership services, parent councils and forums were effective in gathering views.

In year two of the TSP a further focus will be placed on the participation of disabled young people in both taking part in their transition and in local strategic planning. The national transition support team will be identifying and sharing effective practice in this.

The SAQ is online. Once preparation in your local area has been completed and answers to the questions gathered by the nominated lead, the online form should take no longer than 1.5 hours to complete. To keep central costs to a minimum the SAQ is designed to be completed in one work session and can not be saved and returned to.

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Recommended process for SAQ completion:

The SAQ will be completed online however printable word version is available to use in meetings to help in developing answers for the SAQ and taking stock of local planning.

The SAQ word version is available to download from:

http://www.transitionsupportprogramme.org.uk/resources/self_assessment.aspx

To avoid duplication of work, each Director of Children's Services has been asked to email ntst for a link to the online form so each area has a single point of reference for completing and submitting the SAQ.

The **final** completion and return date for the SAQ is **Friday 30th January 2009**. We appreciate this timescale is short, but it is crucial that you meet this deadline so that we are able to coordinate the appropriate support for local areas in 2009/10.

We appreciate this timescale is short. This is because we needed time to design the SAQ and test it out with local areas to make sure it is effective.

The SAQ will ensure we have up to date information from each local authority and partners to use to inform the year two grant and support allocations. More time will be given in future years. There are Longer Explanatory notes that explain in detail the completion process. These can be downloaded from: http://www.transitionsupportprogramme.org.uk/resources/self_assessment.aspx.

To make the task as easy as possible, one person should be nominated to lead on gathering the information and completing the online SAQ.

Activity

- Gather current transition protocol, pathways, information for young people and families, other transition documents and resources used locally.
- Arrange joint meeting/meetings – with the key strategic staff with a responsibility for delivering support at transition. If it is impossible to arrange a full, joint meeting, a number of meetings may need to be set up. This will help build a comprehensive picture of local services and give each strategic lead a chance to be involved in compiling the information and sign off the SAQ response.
- Arrange participation of disabled young people and parents in the SAQ completion, either through existing groups, local advocacy groups or schools.
- Meet with them to gather views.
- Bring all information together offline, using word version of SAQ to work from.
- Nominated lead complete form – this should take approximately one hour, no more than 1.5 hours.

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If you begin to complete the form and need to stop before you have completed all questions, you can leave the application open indefinitely and return to it. If you need to close down your session before you have completed the form, please call the ntst dedicated Information Line on: 0207843 6348.

The SAQ form

The online form has the same questions as the word version. It has a mix of tick boxes and free text boxes. It would be helpful to have the information you want to put in the text fields ready to place in the online version. Information can be pasted into the free text boxes from Microsoft word.

Each question has the key words in bold. Clicking on these words brings up an explanation of what they mean in this context. For example, transition protocol has this text:

This is a multi-agency, strategic agreement, setting out how local services work to meet the needs of disabled young people in their transition to adulthood. Many areas have an agreement like this in place; usually a short document, supported by a more detailed protocol, which sets out the strategic level commitment from each key agency including the PCT, children's services and adult social care services. The protocol is signed off by directors and is in the public domain.

In areas where protocols have been developed separately by different agencies, work should be done to bring them together into one, agreed, multi agency document.

In many areas parents are included in the planning and development of the strategic protocol.

National indicators

Each issue covered by the SAQ is relevant to one or a number of National Indicators. Clicking on the words in bold reveals a box which highlights which NIs are particularly relevant to the activity the question is about. It also lists NIs that the activity has a secondary connection to. For example the question about access to leisure and recreation could impact on NI 199 on children and young peoples satisfaction with parks and play areas.

national transition support team dedicated Information line

If you have any questions about these guidance notes, completing the SAQ or the ntst please call our Information Line on 020 7843 6348. Most questions will be answered instantly, more complex questions will be responded to within two working days.

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[**tsp@ncb.org.uk**](mailto:tsp@ncb.org.uk)

020 7843 6348

[**www.transitionsupportprogramme.org.uk**](http://www.transitionsupportprogramme.org.uk)

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