Changing Futures Programme Sussex

Data Returns Guidance and Information

Version: V2 – May 2024

This document outlines the questionnaires, returns and reports required by the Changing Futures Programme Sussex to build a picture of the impact that the Changing Futures Programme is having on people's lives.

Individual Outcomes Return

What is the Individual Outcomes report?

An Excel spreadsheet captures how many people are being supported, how and why they were referred, their engagement with services and subsequent outcomes from this engagement.

How Is the Data Collected?

Information is completed in an Excel spreadsheet submitted by the Delivery Manager on a quarterly basis to the Project Delivery Officers. Data is recorded for every client who has engaged with the Programme, including current clients and those who have disengaged from it.

The data will be anonymised, using a client Unique ID created by the programme.

Who completes the Data?

The Manager of the delivery team (aka Practice/Operations Manager) will complete the spreadsheet with input from the case workers.

When Is the Return Submitted?

The report is captured and submitted quarterly, at the beginning of each quarter for the previous quarter. The data on the spreadsheet is ***refreshed*** for each client and captured on the same document each quarter.

Quarter	Deadline*
Q1: Apr, May & Jun 23	1st August 2024
Q2: Jul, Aug & Sep 23	1st November 2024
Q3: Oct, Nov & Dec 23	31st January 2025
Q4: Jan, Feb & Mar 24	28th March 2025

* Date to send Return to Changing Futures

Report and guidance information:

Check the Guidance tabs in the worksheet for further instructions and the separate How To document:

Individual Outcomes Return Quarterly BLAI

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Quarterly Outcomes Questionnaires

What are the Outcomes Questionnaires?

Multiple-choice questions that provide insight on the progress of clients with regards to improved stability, financial and social connectedness, health, safety, wellbeing, and experiences of services and support.

How Is the Data Collected?

Data is captured on questionnaires completed by case workers together **with the client** within the first 6 weeks of a client being supported by the programme. Case workers will submit the questionnaires to the Project Delivery Officers who will collate all the responses. The data will be anonymised, using a client Unique ID created by the programme.

Case workers will capture the same questions on a quarterly basis, to enable visibility of a client's journey through the programme.

***** There are Local Authority area variations on how case workers submit their data. Some areas will complete the form on an online portal, others will complete a hardcopy.

Who Completes the Questionnaires?

The case workers will complete the questionnaires. The Peer Support Navigators can support the case workers with this task if agreed and appropriate.

When Is the Return Submitted?

The first questionnaire is captured within 6 weeks of a client being supported by the programme and captured quarterly thereafter. They should be submitted to the Project Delivery Officers quarterly, at the beginning of each quarter for the previous quarter.

Quarter	Deadline*
Q1: Apr, May & Jun 23	1st August 2024
Q2: Jul, Aug & Sep 23	1st November 2024
Q3: Oct, Nov & Dec 23	31st January 2025
Q4: Jan, Feb & Mar 24	28th March 2025

* Date to send Questionnaires to Changing Futures

Questionnaire template:

Changing Futures First Outcomes Quest

NDTA Collection

What is the NDTA?

The New Direction Team Assessment (NDTA) is a tool for assessing client need, risk and engagement with services. Each item in the assessment is rated on a five-point scale. Low scores denote lower needs and is an indication as to whether a client still qualifies for support from the Changing Futures Programme.

How Is the Data Collected?

Case workers capture the data **on their own**, using their professional judgement and knowledge of the client. Case workers are requested to record and submit the data monthly to the Project Delivery Officers.

Who Completes the Collection?

The case workers will complete the NDTA collection.

When Is the Collection Submitted?

The NDTA scores are captured and submitted monthly, at the beginning of each month for the previous month.

NDTA report template and guidance:

NDTA Collection V7.1 BLANK May 2024.xlsx

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ReQol Collection

What is the ReQol Collection?

ReQoL (Recovering Quality of Life) is an outcome measure that has been developed to assess the quality of life for people with different mental health conditions.

How Is the Data Collected?

The 10 questions are completed by case workers together **with the client** within the first 4 weeks of being onboarded to the programme. The questions are completed online, via the Changing Futures website.

Who Completes the Collection?

The case workers will complete the questionnaires. The Peer Support Navigators can support the case workers with this task if agreed and appropriate.

When Is the Collection Submitted?

The ReQol questions are captured and submitted monthly, at the beginning of each month for the previous month.

ReQol Collection location:

- Changing Futures Website
- Scroll to the bottom of the page and click on the yellow **Submit ReQol** button. (If it's not there you may need to refresh the page).
- Enter the password: CFSussex2024*
- Select the Changing futures area and enter the Client ID and initials.