

Wirral JSNA

Process
documentation for
completion of JSNA
content updates
(2013/14)



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Steps to take...

Why we need to update our JSNA

- Section 1.1
- Section 1.2
- Section 1.3

A JSNA section review is scheduled...

- See Appendix (Appendix 5.6)

The process we need to apply

- Section 2.1
- Section 2.2 (Appendix 5.1, 5.2 & 5.3)
- Section 2.3 (Appendix 5.1, 5.2 & 5.3)
- Section 2.4 (Appendix 5.1, 5.2 & 5.3)
- Section 2.5 (Appendix 5.1, 5.2 & 5.3)

How we need to manage and control our documents

- Section 3.1.1 (Appendix 5.4 & 5.5)
- Section 3.1.2

The review is complete now we need to inform our audience

- Section 4.0

1. Reviewing & Refreshing the Joint Strategic Needs Assessment (JSNA)

Why review & refresh?

1.1 External expectations

- As a result of the Coalition Government's proposals for health and social care policy, the Joint Strategic Needs Assessment (JSNA) has moved to centre stage and sits at the heart of future local health improvement as described in the Health & Social Care Act 2012.
- The duty to undertake JSNA was introduced in 2007 in recognition that strategic planning for health and wellbeing was best done in partnership, and based on evidence. It is intended to provide a powerful model for joint working in every locality.
- The core purpose of the new boards is to improve local health and social care, and reduce health inequalities. Improved alignment of commissioning strategies, based on best evidence from JSNA, should ensure better health and wellbeing outcomes for the whole population.

1.2 Expectations for up to date information

- Both Local Authority and CCGs have a 'duty to have regard' for the latest JSNA
- Wirral's three directors of Public Health, Adult Social Care and Children's Services have a statutory duty to provide a JSNA
- Health and Wellbeing Boards (HWBs) will assess local needs, through the JSNA, and develop a shared strategy in the form of a new joint Health and Wellbeing Strategy (JHWBS) to address these needs, so providing a strategic framework for commissioners' plans.
- Throughout the year the JSNA Chapters and content will be reviewed and refreshed as part of an iterative process as and when significant new data becomes available. In this way the JSNA becomes a current and must use source of data with the opportunity to add to the content through a variety of key stakeholders.
- The information the Health & Wellbeing Board use to develop such strategies, plans and ongoing awareness of local need is obtained through a relevant, robust and current JSNA

1.3 Quality Process: Quality Product

- There is a new shared statutory obligation on GP-led consortia and the Local Authority to produce JSNA and joint Health and Wellbeing Strategy (JHWBS) and to commission with regard to them. This means that they require both a process and product they can rely upon.
- By having a consistent, robust and repeatable approach to how data is collated, considered and published, an accurate picture of Wirral's health and wellbeing needs can be determined. This in turn provides the HWB with the assurance that its decisions are based on best evidence and effective process.

2. Standards to be applied

2.1 Principles

- Separation of duties
- Consistent approach
- Recorded changes
- Version control
- Timely actioning of any issues
- Records of work undertaken to aid development of further quality processes

2.2 Process to apply

Update is generated by new or latest data being provided or obtained

- Create a folder in JSNA folder for subject and year
- Create an archive folder for current content
- Source latest Word version of online content (PDF) and cross reference to online PDF (dates/version in footer)
- When confirmed you have right document to work on - save a newer Word version using 'date' and 'sequential version number' for the folder name
- Review format as per appendix one below – make and save changes as necessary
- Import data to this new version – save changes
- Check layout of whole document against appendix one
- Save changes
- Alter footer in word document to reflect month and year of change (e.g. August 2012) and version number (V1, V2, V3 etc.) and initials in capitals of person leading refresh/update
- Save in correct folder and send link for folder to JSNA Programme Lead for their awareness and to review changes applied
- Also send to 'nominated checker' to review update for content, layout, grammar and other presentation aspects. Set timeframe for them to complete checking and return any comments (note in review notes)
- JSNA Programme Lead or other nominated colleague will take agreed final word document and convert to protected PDF and upload to JSNA website

2.3 References

- Use adapted APA 5th method

Purpose: To provide the complete reference for every citation mentioned in the manuscript – that is not automatically hyperlinked to in the core text...

- References are NOT numbered.
- All references are in alphabetical order.

Rules for journal articles:

- The last name appears first, followed by the initials.
- The first line of each reference is flush left and remains flush (difference to APA 5th)

- is that the subsequent lines after first line are indented ½ inch.)
- The ampersand (&) is used if there is more than one author.
- There is a comma before the '&'.
- The year appears in parentheses and is followed by a full stop.
- The author(s) and year – are in bold.
- The first letter of the first word is the only one capitalised in the title, and the title is followed by a full stop.
- The name of the journal article is NOT abbreviated.
- The journal title is italicised and the first letter of each main word is capitalised.
- The volume number and pages follow the journal title.
- All numbers are separated by commas.
- Do NOT use the words “volume” or “pages”.
- Only the volume number is italicised.
- End with a full stop.

Titles of books are italicised.

- Only the first word and proper nouns in the title are capitalised.
 - The first word following a colon in the title of an article is capitalised.
 - The Author Note follows Appendices, if present, or the References (see APA Publication Manual pp. 29, 203-205, 300).
 - The ampersand (&) is used when the reference appears within parentheses.
 - If there are three to five authors, mention all authors the first time. After that use the first author and et al., as in “Gerbası et al. (1977) pointed out ...”
 - If there are six or more authors, use the first author and et al. the first and subsequent times.
- Examples of how to apply this approach are in **Appendix Three**

2.4 Glossary and Links

- This section already exists on the JSNA website to support the reader to review the chapter and other content.
- On occasions this can go unchanged if the author is not aware of reviewing new or latest content against current list.
- Leads are reminded to consider glossary as they update content – this is included as a **need to be considered** as noted in Appendix Five as ‘**JSNA Content Review**.’

2.5 Other issues to consider

Inform JSNA Programme Lead If:

- There are difficulties sourcing last confirmed Word version of content
- Other data or presentation issues are discovered whilst reviewing content/making scheduled or required changes
- Folders and content are difficult to source
- Record any issues found from the content review for each refresh/update (see appendix 5)

3. Version control and recording content changes

- One of the most important requirements is to maintain accurate records of changes and issues being made to topic content as it is being reviewed so as to provide a clear story of its development, ensure a quality approach is taken and ensure the right version is used for publication.
- Two documents should be used to chart this journey. It is important that a true and accurate record is kept of all actions involved in the review of a chapter so as to provide assurance to the reader that every effort has been made to provide the 'best' information for their use.

3.1.1 Content Review

- See appendix 5
- This will contain the ongoing development of the topic content and any and all records associated to its completion including contacts made, issues raised and actions taken in order to reach a completed process
- It also charts progress across the development of the updated content and where changes are made, for what reason and where information can be found
- When the review is complete this record should be archived in the folder with other relevant content relating to the topic but clearly demonstrating the final Word and PDF versions used. This will help the next reviewer, JSNA lead and others to understand what and how changes have been made.

3.1.2 Version control record

- See appendix 4
- This record should be maintained after each review, refresh or update is completed
- This will provide an audit trail for changes made and actions taken
- With this properly completed colleagues and others can be assured that the correct edition is being used whether online or in another format
- The last version noted in this audit trail should be the first version used for the next review, refresh or update.

4. Informing audience of changes to JSNA

4.1.1 Feedback from audience

- Feedback from recent JSNA surveys has highlighted the need to help the reader identify with changes to the chapters or other content.

- This could be an arduous task if carried through for every subtle change that occurs...however; it would be useful to provide some key pointers to the changes that have been made so helping to direct their search to the key information
- So for example, if the CYP chapter has been reviewed and refreshed we could say this within any introduction provided via email or JSNA Bulletin...
 - a. ‘...content changes include: all tables and figures where information was available with any subsequent analysis attached to each. References have been developed and all tables now have hyperlinks to relevant websites where possible...’
 - b. ‘...Only minor changes have been made to this latest version – Figure 4.2.1a has been amended and section 4.6 has been removed and replaced with section 4.9...’
 - c. ‘...we have applied a new layout and format to the chapter whilst increasing sources information. The chapter should be read in its entirety...’
- In all cases we can and should support the reader to make informed choices about any new or refreshed content.

4.1.2 Publishing reviewed content

- The JSNA website should be updated with any reviewed and agreed content by providing a latest version of the topic that has been reviewed
- Section 2.2 and appendix 5.1 provide information on the approach to this
- New content can also be
 - promoted on the JSNA website through ‘What’s new’
 - Next JSNA Bulletin
 - Special JSNA bulletin – depending upon significance
- In all cases the options should be discussed and agreed with JSNA lead
- Those colleagues who have Website Content Management System (CMS) training should make the changes as agreed and circulate the links to the CMS Group to check and verify they are working correctly, or specify immediate changes

5. Appendices

5.1 Appendix One

- Topic title

3. Health and Wellbeing in Wirral (section header – Arial 14pt - bold)

- Introduction to key issues from chapter

Chapter Summary (draws to the top of first page the main issues within section – Arial 12pt bold) (kept in text box to distinguish it from main text)

- Introduction to each subsequent sub heading

3.1 Mortality and morbidity (sub-section header underlined and bold – Arial 12pt)

3.1.1 Life expectancy (sub-section header underlined and NOT bold – Arial 12pt) (Single line gap)

Life expectancy is an estimate of the average number of years a new born baby would live if they experienced the age specific mortality of the area in which they live.
(Arial 12pt)

Life expectancy gap *within* Wirral

(Sub-section within content – not new topic - header underlined and NOT bold – Arial 12pt)
(Single line gap)

Table 3.1.1a: Life expectancy at birth in Wirral and England for 1995-97 to 2008-10
(Figure or table header - underlined and NOT bold – Arial 12pt)
(Single line gap)

- Other key points for action

These were the worst gaps in any authority in England.

(Major points where performance or issue is of high significance – place in bold – Arial 12pt)

Source: LHO ([London Health Observatory](#)), 2010,
(Source – beneath figure or table or chart - NOT bold – Arial 10pt)

(ALSO – to reduce length of references and link to data more quickly – wherever possible create hyperlink within or attached to the source as stated)

Footer

Further to above

- Alter footer in Word document to reflect month and year of change (e.g. August 2012) and version number (v1, v2, v3 etc.)
 - Standardised approach
 - Arial 10pt –NOT BOLD - black
 - Includes title, chapter no., Lead person(s) initials s), Month with version number and page numbers in draft documents
 - Version is removed from final PDF but remains in final Word version as do Initials of lead person e.g.

Table layout

- Arial 12pt
- Header underlined – use colon after figure reference (not bold) **a)**
- Top description row – grey level 2 - to left of cell **(b)**
- Dates, years or data column headings to centre of cell **(c)** (bold)
- Name e.g. England and Wirral, and any additional titles beneath title line in first column - to left of cell **(d)**
- Figures/Numbers to right of cell beneath titles (not bold) **(e)**
- Source beneath – Arial 10pt (not bold) **(f)**

Table 3.1.14a: Cases of TB: actual numbers, Wirral & England (2002 to 2010)

Area	2002	2003	2004	2005	2006	2007	2008	2009	2010
England	6,568	6,318	6,494	7,357	7,396	6,838	7,120	7,051	8,166
Wirral	14	12	12	22	24	36	17	10	16

Source: [NCHOD](#), 2012

(a)

Space (font size 10)

(b)	(c)								
(d)			(e)						

(f)

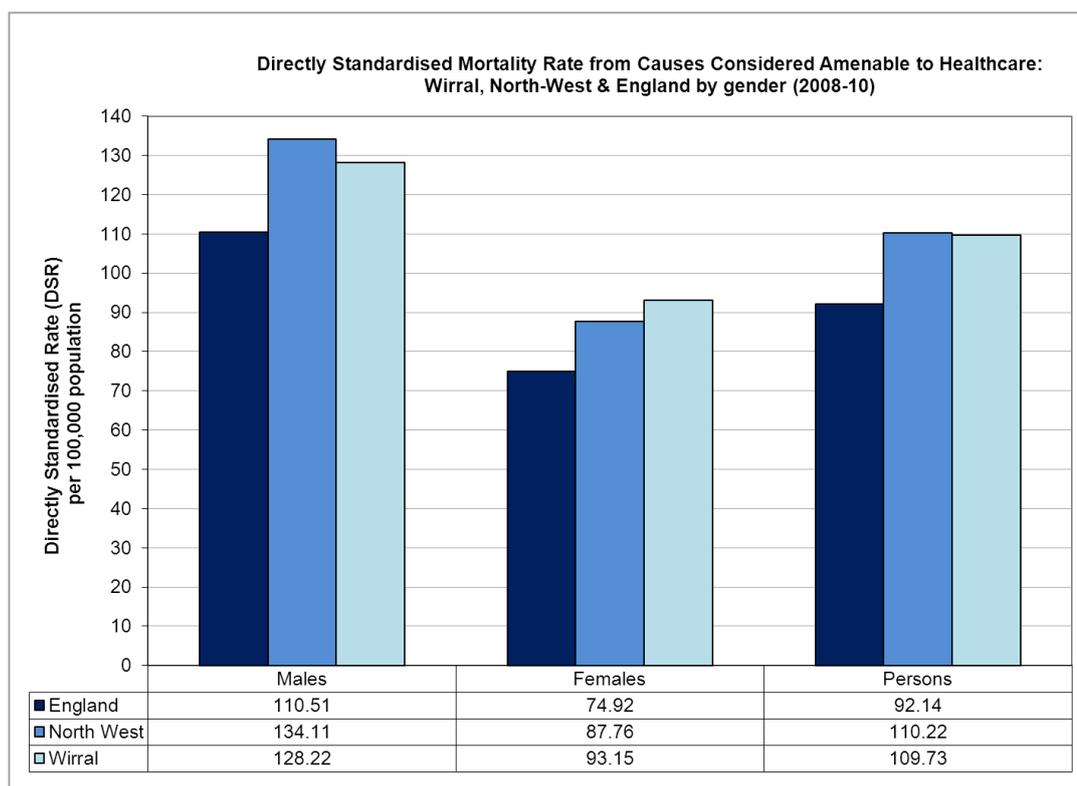
5.2 Appendix Two

Examples of content with applied formatting

Example 1

Figure 3.1.3a shows directly standardised mortality rates from causes considered amenable to healthcare in England, the North-West and Wirral for three pooled years (2008-10).

Figure 3.1.3a: Mortality from causes considered amenable to healthcare by gender: comparison of Wirral and England (DSR's) 2008-10



Source: [NHS Information Centre](#) 2012

- Overall, Wirral has a higher mortality rate for causes considered amenable to healthcare than England, but is slightly lower than the North-West rate.
- Women in Wirral have higher mortality for causes considered amenable to healthcare compared to both England and the North-West
- Men on the other hand, have a higher rate than England, but lower than the North-West
- Overall mortality is higher in men than women however (this is also the case regionally and nationally)
- It is well documented that men access services less often than women and may also present later for treatment. This may influence mortality trends locally and nationally

Figure 3.1.3b below shows the same information as above, but for individual years over time (rather than three years pooled as per the above data), thus showing any long term trends.

Example 2

Table 9.3.2a Estimated prevalence of mental health disorders 2011 – 2030 for Wirral

Mental health Disorder	2011	2015	2020	2025	2030
People aged 18-64 predicted to have a common mental disorder (CMD)	29,275	28,327	27,409	26,591	25,696
People aged 18-64 predicted to have a borderline personality disorder (BPD)	821	795	769	745	719
People aged 18-64 predicted to have an antisocial personality disorder (ASPD)	615	596	579	567	553
People aged 18-64 predicted to have psychotic disorder	728	704	682	661	639
People aged 18-64 predicted to have two or more psychiatric disorders	13,008	12,589	12,191	11,847	11,468

Source: www.pansi.org.uk 2012

Example 3

Title
(Space)

Mental health Disorder	% males	% females
Common mental disorder	12.5	19.7
Borderline personality disorder	0.3	0.6
Antisocial personality disorder	0.6	0.1
Psychotic disorder	0.3	0.5
Two or more psychiatric disorders	6.9	7.5

Source: www.pansi.org.uk 2012

5.3 Appendix Three

Examples for presenting references - APA 5th applied

Anderson, N. J. (1974). Cognitive algebra: Integration theory applied to social attribution. In L. Berkowitz (Ed.), *Advances in experimental social psychology*. New York: Academic Press.

Deitz, S. (2000, April 18 – last update). Lawpsych: Forensic psychology and psychiatry WebRing [Online]. Available: <http://www.lawpsych.com> [August 1, 2000].

Efran, M. G. (1974). The effect of physical appearance on the judgment of guilt, interpersonal attraction, and severity of recommended punishment in a simulated jury task. *Journal of Research in Personality*, 8, 45-54.

Gerbasi, K. C., Zuckerman, M., & Reis, H. T. (1977). Justice needs a new blind-fold: A review of mock jury research. *Psychological Bulletin*, 84, 323-345.

Actual Example as applied to content in the JSNA

Final page of JSNA section presented as...

References

ASH. (2007). Essential Information 08: *Second-hand Smoke*. November 2007. ASH Publication.

Department of Health. (2006). On the state of the public health: *Annual report of the Chief Medical Officer 2005*. DH Publications.

Department of Health (DH) (2004). At least five a week: *Evidence on the impact of physical activity and its relationship to health*. DH Publications.

Government Office for Science. (2007). Tackling Obesities: Future Choices: *Modelling Future Trends in Obesity & Their Impact on Health (2nd Edition)*. Department of Innovation Universities and Skills.

Swanton, K., (2008). Healthy Weight, Healthy Lives: *A toolkit for developing local strategies*. DH Publications.

Yorkshire and Humber Public Health Observatory 2012
<http://www.yhpho.org.uk/default.aspx?RID=81090>

Foresight 2007: http://www.noo.org.uk/NOO_about_obesity/trends

Useful links:

For information on disease modelling, refer to:
www.apho.org.uk/apho/models.aspx
<http://www.apho.org.uk/resource/item.aspx?RID=39384>
<http://www.yhpho.org.uk/diabetes.aspx>

5.4 Appendix Four

Version Control

Section	Date changed/name	Month, year & version number applied	Summary of changes	Review/by
e.g. Mental Health	09.08.12 – V. Ward	August 2012 v3	Removed old Meds Management data, P.22, 9.5.3.	Name, Date, Action
Keep adding to list as version are created				

5.5 Appendix Five

JSNA content review – record of actions taken

Details

JSNA Subject	<i>e.g. Autism, Population, Obesity</i>
Subject Contact	
Previous Version number	
Version number for review)	
Review led by (add name)	

Process

References Checked	
Figures Checked	
Links Work	
Standard Font used throughout document	
Content free from jargon etc.	
Key Issues linked to text and page number	
Contact details for authors etc.	
Version/Date In footer	
Changes requested once complete	

QA

Author	
Checked Glossary and made additions	
Data	
Intermediate (Checker)	
Overview	
Final Check (Reviewer)	

Document Issues to be reviewed/researched/amended/updated/deleted

page	issue
2	
2	

		action to take (by when/by who)	Resolved (how/when/who)	considered by JH

Please Complete Version Control Record when content is ready for publishing

5.6 Appendix Six

Proposed Project Plan for review and refresh of JSNA content

