

Children's Needs Commissioning Database



User Manual

cernis

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Children's Needs Database

Guidance Manual

1. Introduction

The Children's Needs Database (CNDB) was developed by Cernis Ltd. with expert guidance from Wendi Murphy of the Cheshire & Merseyside Child Health Development Programme. It has been extensively trialled in the North West of England and found to meet a previously unmet need for commissioning managers.

The CNDB is designed to meet a specific need. As a Commissioning Manager you need to keep track of complex care arrangements together with equipment and supply needs for children with complex needs.

The CNDB will help you to:

- Maintain a profile of each child for whom you have made this type of provision
- Set out a schedule of daily visits and keep track of the costs of the care provided
- Specify the expertise required of your providers
- Identify:
 - ◇ Short Breaks requirements
 - ◇ Training needed and its cost
 - ◇ Postural support requirements
- Apportion the cost of all of these between agencies
- Identify children who are part of the Early Support Programme

Individual reports can be printed for:

- Each child
- All children:
 - ◇ Receiving commissioned care
 - ◇ On the Early Support Programme
- Equipment provided – listed by all suppliers
 - ◇ The equipment schedules are costed separately to separate
 - One-off purchases (i.e. a ventilator)
 - Recurring purchases (i.e. disposables)

A detailed report for each child will describe all of the above and apportion all costs between agencies, saving you the time and effort of working through each calculation. A sample report is attached at Appendix A.

All data can be exported to spreadsheets for further analysis as required.

2. Using CNDB

2.1 Opening CNDB

CNDB is a tailored Microsoft Access 2002 database. If you don't have Microsoft Access 2002 or later on your computer you can install a version of CNDB which will run without it. In this case you may need to ask your IT Department to install it for you.

The easiest place to keep CNDB is on your computer Desktop. To open it, double click the CNDB icon. The database will open and you will see the main menu.

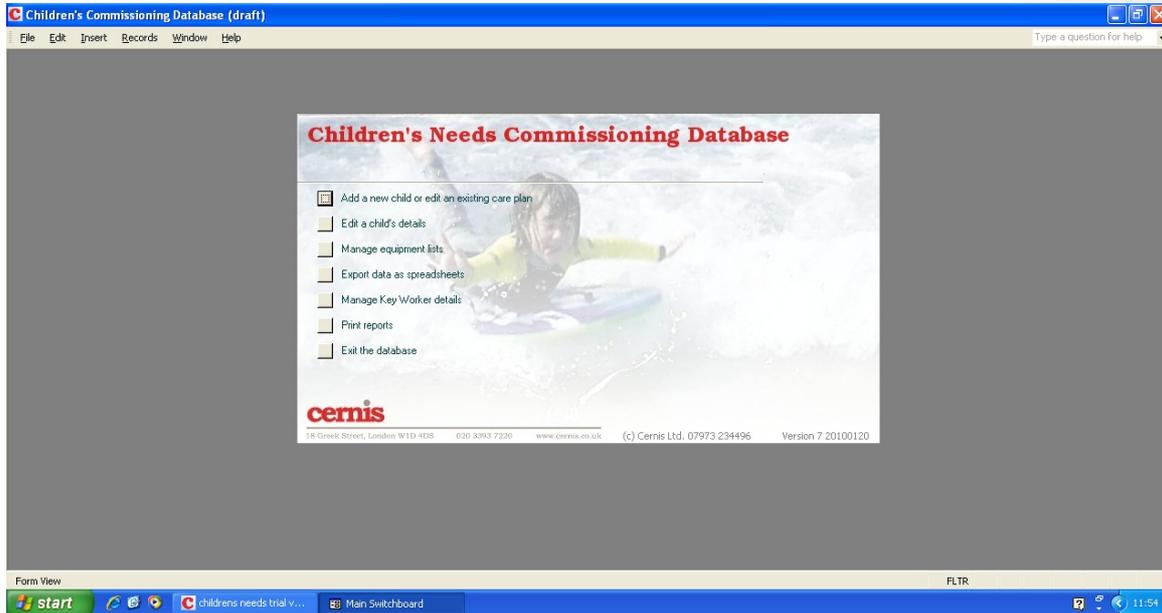


Illustration 1: CNDB Menu Screen

2.2 Adding a new child to the database

To set up a new child on the database choose the top option *Add a new child or edit an existing care plan*. Click on the button to the left of the description or on the words. This will open the next form, where you can add a new child.

This form also opens existing records so that you can edit information for a child whose details are in the database already.

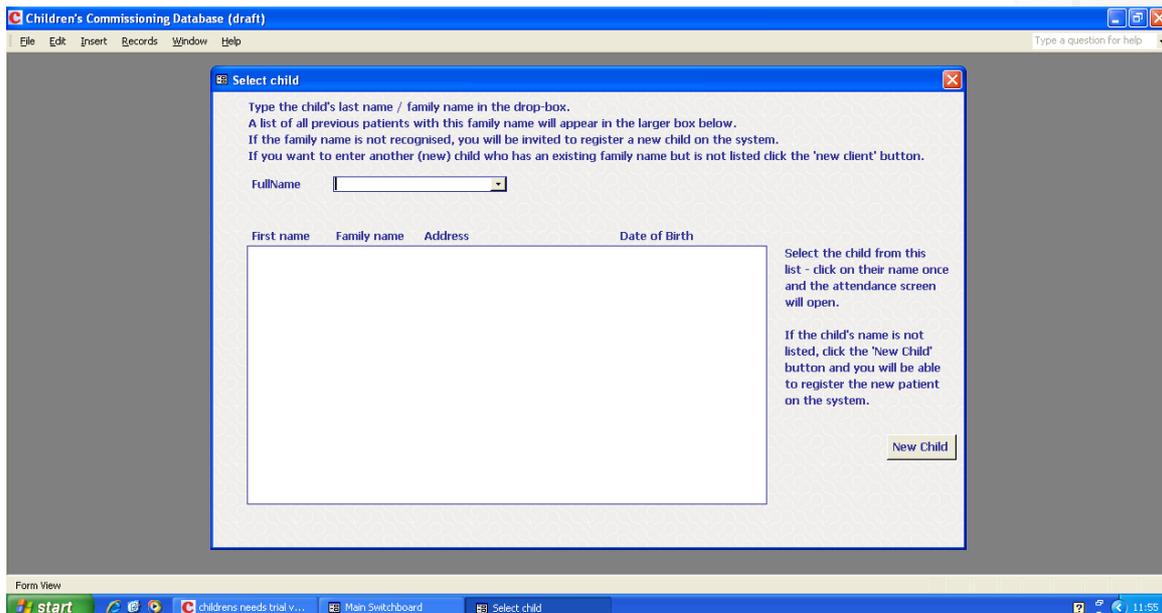


Illustration 2: Add a new child

Click the *New Child* button (lower right of the screen). This will take you to the *New Child* form:

Illustration 3: Enter a new child's details

Here you can enter the child's personal details. To move from one box to another you can either use your mouse or the 'Tab' key.

Notice that the following fields are 'combo' boxes – click the arrow and they offer you a choice:



- Ethnicity
- Child's first language
- Parent's first language
- Sex
- Title
- Key Worker

You can either click the arrow as described above, or begin typing – the word you type will appear in the box.

When you get to the Key Worker field for the first time you will be advised there there is no Key Worker of that name listed yet, and then asked if you would like to enter the name.

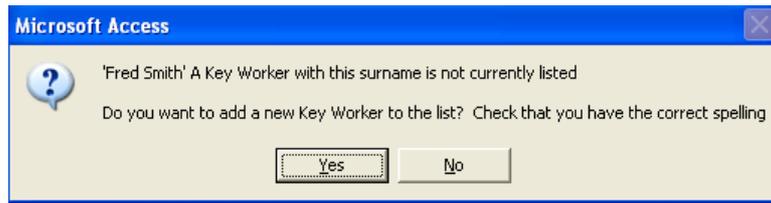


Illustration 4: Add a new Key Worker

Select 'Yes' and you will be taken to a form where you can enter the name and contact details of the new Key Worker. The next time you enter this Key Worker's name in the combo box it will appear as one of the options.

You cannot add to or change the options for ethnicity, sex, title or language.

The *Pen Portrait* box is there for you to make brief descriptive notes like those shown in the illustration below:

Illustration 5: Completed personal details form

Notice that the child's age is calculated automatically.

When you have entered all the details, click the close button and you will be taken back to the *Select Child* screen, but this time your new child's last name will appear in the combo box. In the larger space below you will see the child's full name:



Type the child's last name / family name in the drop-box.
A list of all previous patients with this family name will appear in the larger box below.
If the family name is not recognised, you will be invited to register a new child on the system.
If you want to enter another (new) child who has an existing family name but is not listed click the 'new client' button.

Last name:

First name	Family name	Address	Date of Birth
Christine	Jones	1 Tired Parent Walk	23-May-02

Select last name from the list and you will see all children with that name appear to the left of this guidance. Click on the name you wish to set out care details for once and the care details screen will open.

If the child's last name is not listed you will be prompted to add he or she to the database.

If the child's full name does not appear to the left, click the 'New Child' button

Illustration 6: Select a child to record care details for

Click on the name and address in the white box and this will open the care details form for you to edit.

The care details form (Illustration 7) is where you will enter all the details of staffing, care hours, training, support and equipment.

The form is arranged in a series of pages or tabs:

- Hours and Staffing
- Expertise and Provider
- Short Breaks
- Training
- Postural Support
- Cost sharing

The next few screen shots will describe what these are for.

ChildDetailsSummaryForm : Form

Early Support Programme?

Complete - close form

Hours and Staff | Expertise and Provider | Short Breaks | Training | Postural support | Cost sharing

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Day staffing required:	<input type="text"/>						
Night staffing required:	<input type="text"/>						
Day hours required:	<input type="text"/>						
Night hours required:	<input type="text"/>						
First visit begins:	<input type="text"/>						
First visit ends:	<input type="text"/>						
Second visit begins:	<input type="text"/>						
Second visit ends:	<input type="text"/>						

Enter the numbers of staff and hours needed for this child in the boxes above.

Staff should be entered as whole numbers (1, 2, 3);

Hours as whole numbers or decimals as required (1, 2.25, 2.5)

Visit times should be entered using the 24 hour clock as a string of numbers only (i.e. 1430 for 14:30)

Total hours:	Week day	Week-end	Total
Day hours required:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Night hours required:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Discharge date (if known) & notes on discharge (if any):

Illustration 7: Blank care details form - staffing

This page enables you to set out morning and evening visits, describing the time of the visit, the number of hours per visit and the number of staff required per visit. The totals in the bottom left hand of the page are automatically calculated for you. They will also be costed using information you provide elsewhere about provider costs.

The following example has been completed – all the next screen shots have been populated so that you can see how they're intended to work.

ChildDetailsSummaryForm : Form

Early Support Programme?

Complete - close form

Hours and Staff | Expertise and Provider | Short Breaks | Training | Postural support | Cost sharing

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Day staffing required:	<input type="text" value="1"/>						
Night staffing required:	<input type="text" value="2"/>						
Day hours required:	<input type="text" value="4.00"/>	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>				
Night hours required:	<input type="text" value="2.00"/>						
First visit begins:	<input type="text" value="07:00"/>	<input type="text" value="08:00"/>	<input type="text" value="08:00"/>				
First visit ends:	<input type="text"/>						
Second visit begins:	<input type="text" value="16:00"/>	<input type="text" value="17:00"/>	<input type="text" value="17:00"/>				
Second visit ends:	<input type="text"/>						

Enter the numbers of staff and hours needed for this child in the boxes above.

Staff should be entered as whole numbers (1, 2, 3);

Hours as whole numbers or decimals as required (1, 2.25, 2.5)

Visit times should be entered using the 24 hour clock as a string of numbers only (i.e. 1430 for 14:30)

Total hours:	Week day	Week-end	Total
Day hours required:	<input type="text" value="20.00"/>	<input type="text" value="10.00"/>	<input type="text" value="30.00"/>
Night hours required:	<input type="text" value="10.00"/>	<input type="text" value="4.00"/>	<input type="text" value="14.00"/>

Discharge date (if known) & notes on discharge (if any):

Discharge dependent on delivery of equipment.

Illustration 8: Hours and Staff needs populated

To move between one page and the next, select the tab you want from the row along the top:

Hours and Staff | **Expertise and Provider** | Short Breaks | Training | Postural support | Cost sharing

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	
Day staffing required:	<input type="text"/>	Enter the numbers of staff and hours needed for this child in the boxes above. Staff should be entered as whole numbers (1, 2, 3);						
Night staffing required:	<input type="text"/>							
Day hours required:	<input type="text"/>							

Illustration 9: Select a new page in care entries

Here we are selecting the *Expertise and Provider* tab (Illustration 10). This page is where you will select the care provider and set out the expertise required for daytime, night-time and school time care:

Hours and Staff | **Expertise and Provider** | Short Breaks | Training | Postural support | Cost sharing

Recommended Agency: Cost per care hour:

Expertise Day:

Expertise Night:

Expertise School:

Have other organisations been considered?

Illustration 10: Expertise and Provider page

You can select the supplier of this care in the *Recommended Agency* box. To the right of this you record the hourly cost of care. This is used in conjunction with the previous page to calculate the cost of the care profile you've drawn up. The next page is *Short Breaks*.

Early Support Programme? Complete - close form

Hours and Staff | Expertise and Provider | **Short Breaks** | Training | Postural support | Cost sharing

Short Breaks Staff Day:

Short Breaks Staff Night:

Short Breaks Hours Day:

Short Breaks Hours Night:

Short Breaks Hours Total: **0.00**

Illustration 11: Short Breaks

This page is self explanatory, as is the following page, *Training*:

Illustration 12: Training page

This page provides an opportunity to describe any training required together with the total cost.

The next page, *Postural Support* is completed in the same way as the *Training* page:

Illustration 13: Postural support page

The final page of this form is the *Cost Share* page. On this page you record the agreed cost share between agencies. The CNDB will calculate the total cost of the care package (equipment costs come later) and apportion this between agencies.

ChildDetailsSummaryForm : Form

Early Support Programme?

Complete - close form

Hours and Staff | Expertise and Provider | Short Breaks | Training | Postural support | Cost sharing

	Care element		Training		Posture	
Cost Share SSD:	<input type="text" value="35.00%"/>	£9,080.38	<input type="text" value="80.00%"/>	£200.00	<input type="text" value="100.00%"/>	£50.00
Cost Share Education:	<input type="text" value="25.00%"/>	£6,485.99	<input type="text" value="20.00%"/>	£50.00	<input type="text" value="0.00%"/>	£0.00
Cost Share PCT:	<input type="text" value="33.00%"/>	£8,561.50	<input type="text" value="0.00%"/>	£0.00	<input type="text" value="0.00%"/>	£0.00
Cost Share Other:	<input type="text" value="7.00%"/>	£1,816.08	<input type="text" value="0.00%"/>	£0.00	<input type="text" value="0.00%"/>	£0.00

Cost Share Other - organisation:

N.B: Equipment costs are shown on the Equipment form

Enter the proportion cost to be borne by Agency.

Proportions to be entered as decimal values - i.e. for 100%, '.5' for 50

The financial value of applying these percentages will be shown to the right of each column.

Illustration 14: Cost shares

Finally, using the slider on the right of the screen, slide up to see the top of the form as indicated in the screen-shot below:

ChildDetailsSummaryForm : Form

Early Support Programme?

Complete - close form

Hours and Staff | Expertise and Provider | Short Breaks | Training | Postural support | Cost sharing

	Care element		Training		Posture	
Cost Share SSD:	<input type="text" value="35.00%"/>	£9,080.38	<input type="text" value="80.00%"/>	£200.00	<input type="text" value="100.00%"/>	£50.00
Cost Share Education:	<input type="text" value="25.00%"/>	£6,485.99	<input type="text" value="20.00%"/>	£50.00	<input type="text" value="0.00%"/>	£0.00
Cost Share PCT:	<input type="text" value="33.00%"/>	£8,561.50	<input type="text" value="0.00%"/>	£0.00	<input type="text" value="0.00%"/>	£0.00
Cost Share Other:	<input type="text" value="7.00%"/>	£1,816.08	<input type="text" value="0.00%"/>	£0.00	<input type="text" value="0.00%"/>	£0.00

Cost Share Other - organisation:

N.B: Equipment costs are shown on the Equipment form

Enter the proportion cost to be borne by Agency.

Proportions to be entered as decimal values - i.e. for 100%, '.5' for 50

The financial value of applying these percentages will be shown to the right of each column.

The top of the form shows a few basic details about the child and also provides three further options:

- Indicate whether or not this child is on the Early Support Programme (tick box)
- Print a copy of this child's schedule of needs and equipment
- Exit the form and return to the main menu

The screenshot shows a software window titled "ChildDetailsSummaryForm : Form". It contains the following information:

- Child's name:** Christine Jones
- Home address:** 1 Tired Parent Walk, StressTown
- Key Worker:** ESP
- Early Support Programme?**
- Buttons:** "Print this form" (with a printer icon) and "Complete - close form" (with a close icon).
- Staffing Table:**

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Day staffing required:	1	1	1	1	1	1	1
Night staffing required:	2	2	2	2	2	2	2
Day hours required:	4.00	4.00	4.00	4.00	4.00	5.00	5.00
Night hours required:	2.00	2.00	2.00	2.00	2.00	2.00	2.00
First visit begins:	07:00	07:00	07:00	07:00	07:00	08:00	08:00
First visit ends:							
Second visit begins:	16:00	16:00	16:00	16:00	16:00	17:00	17:00
Second visit ends:							
- Additional fields:** "Discharge date (if known) & notes on discharge (if any):" with a date field set to "25-Sep-07".

Illustration 15: Summary form

From the reports menu you can print a list of all children on the Early Support Programme.

When you click the *Print this form* button above you will be prompted and asked if you need to start a new equipment list for this child.

- Click 'No' if you do not need to start an equipment list (either because no equipment is required, or one has already been compiled)
 - ◇ This will close the form and open a report for the child, which you can print.
- Click 'Yes' if there is no existing equipment list for this child
 - ◇ You will be taken to the *New Equipment List* form
 - ◇ Select the name of the child from the combo box
 - ◇ Enter the details of the equipment and other supplies needed.

2.3 The equipment list

The equipment list is where you will build up the list of equipment and other supplies needed for this child. It keeps track of the frequency with which different items are needed and also differentiates between recurring and 'one-off' purchases.

The example below is an equipment list which has been filled in:

Equipment schedule

Use this form to edit details of the equipment needed for this child. You can only select children who already have an equipment allocation using this form. To begin an equipment list for a child who has not previously had one use the 'Equipment list new child' option from the menu.

The annual cost of the equipment will be calculated for you and shown in the Commissioning Assessment Form Jones Christine

Please also select which Agency is paying for each piece of equipment - the default is the Children's Services Department

Description	Supplier	Reference	Number of items needed	Frequency of supply	Cost per item / pack	Is this a 'one off' purchase ?	Agency paying
Mesh Sling	Arjo-concerto	MAA4060	1	Week - Once	£46.00	<input checked="" type="checkbox"/>	Children's Service
Portable Sa O2 mor	Datex - Ohmeda	0651-0000-153	1	Week - Once	£295.00	<input checked="" type="checkbox"/>	Children's Service
Ventilators x 2	Taema	KC020000	2	Week - Once	£11,000.00	<input checked="" type="checkbox"/>	Children's Service
Oxy-Lead x 2	Datex - Ohmeda	OXY-C7	2	Week - Once	£11.00	<input checked="" type="checkbox"/>	Education
Battery Charger	Euroenergy	126650	1	Week - Once	£69.00	<input checked="" type="checkbox"/>	Education
2 analyser	Viamed	TED200TT	1	Week - Once	£43.00	<input checked="" type="checkbox"/>	Children's Service
Humidifier	Fisher & Paykel	MRM30	1	Week - Once	£430.00	<input checked="" type="checkbox"/>	PCT
Dual Airway temp p	Fisher & Paykel	900MR560	1	Week - Once	£41.00	<input checked="" type="checkbox"/>	Children's Service
Nebuliser	Medix/Vantage	MED611V	1	Week - Once	£27.50	<input checked="" type="checkbox"/>	Children's Service
Service agreements	Taema		1	Week - Once	£0.00	<input checked="" type="checkbox"/>	Other

Close Form

Illustration 16: Equipment list

The equipment list also enables you to keep track of which agency is meeting the cost. This, together with the care hours cost share will contribute to the total cost (care + equipment) which will be met by each agency.

All of the items listed above are 'one-off' purchases, as indicated by the tick box. The *Frequency of Supply* box is irrelevant in this case.

Equipment schedule

Use this form to edit details of the equipment needed for this child. You can only select children who already have an equipment allocation using this form. To begin an equipment list for a child who has not previously had one use the 'Equipment list new child' option from the menu.

The annual cost of the equipment will be calculated for you and shown in the Commissioning Assessment Form Jones Christine

Please also select which Agency is paying for each piece of equipment - the default is the Children's Services Department

Description	Supplier	Reference	Number of items needed	Frequency of supply	Cost per item / pack	Is this a 'one off' purchase ?	Agency paying
Thermovent 600	Portex	FTC047	21	Week - Once	£0.40	<input type="checkbox"/>	Education
KY Jelly		FTM084	10	Week - Once	£0.01	<input type="checkbox"/>	Children's Service
Mini yankeur	Argyle	FWP033	20	Week - Once	£0.01	<input type="checkbox"/>	Children's Service
Disposable gloves	Johnson & Johns	FTF027	1	Week - Once	£2.85	<input type="checkbox"/>	PCT
Gloves - non-sterile	Premiere	FTE721	1	Week - Once	£0.85	<input type="checkbox"/>	Children's Service
Aprons poly white	British Visqueen	BTB048	1	Week - Once	£2.00	<input type="checkbox"/>	Other
Trache tubes size 5	Bivona/Kapitex	TRBIV2007	1	Week - Every tw	£24.50	<input type="checkbox"/>	Children's Service
Water feed set - se	Fisher & Paykel	900MR190	5	Month - Five time	£1.70	<input type="checkbox"/>	Children's Service
Sterile H2O for inh	Fisher & Paykel	2DO735G	21	Week - Once	£0.04	<input type="checkbox"/>	Children's Service
2ml syringes	Terumo	FWC101	100	Week - Once	£0.02	<input type="checkbox"/>	Children's Service

Close Form

Illustration 17: Frequent supplies

The items shown in Illustration 17 are for frequent supply. i.e. 'Sterile H2O for inhaler' is a bulk supply of 21 items delivered once per week. Each individual item costs 4p. Children's Services Department is paying.

The cost is calculated on an annual basis. There are many pre-programmed frequencies which reflect all of the options you are likely to need:

<i>Frequency</i>	<i>Multiplier</i>
Once only (one off)	0.000
Week - Once	52.142
Week - Twice	104.284
Week - Three times	156.426
Week - Four times	208.568
Week - Five times	26.071
Week - Six times	312.852
Week - Seven times	364.994
Week - Every two weeks	26.070
Month - Once	12.000
Six weekly	8.690
Month - Twice	24.000
Month - Three times	36.000
Month - Four times	48.000
Month - Five times	60.000
Month - Six times	72.000
Year - Once	1.000
Year - Twice	2.000
Year - Three times	3.000
Year - Four times	4.000
Year - Five times	5.000
Year - Six times	6.000

Select the frequency for each item from the combo box. When you are finished, close the form using the button.

The *Equipment Menu* provides a range of options:

- Begin a new equipment list
 - ◇ If you select this option, only the names of those children who don't have an existing list will appear in the combo box
 - ◇ If a child's name isn't listed, it will be because a list has already been started – even if it's blank
- Edit an existing equipment list
 - ◇ Select the name of the child from the combo box – only those children who already have an equipment list will be shown
- View (and then print) a report of all equipment or supplies grouped by supplier
 - ◇ The individual cost and the annual cost are both shown for each item
 - ◇ A total is given for each supplier
- Add a new supplier
 - ◇ Only the supplier's name is needed – a box will open for you to add the supplier to the database
- Delete an existing supplier
 - ◇ This box enables you to mark a supplier as 'inactive' or to change the supplier name (i.e. if the company has rebranded, been merged or taken over)
 - ◇ Inactive suppliers will no longer appear in any of the combo boxes but their name will remain in any existing reports

- Add a new care provider or statutory agency
 - ◇ This form will mostly be used for new care agencies 

2.4 Key workers

The Key Worker menu is straightforward. It enables you to add a Key Worker to the database or to amend a Key Worker's details.

The option to delete a Key Worker has not been included on the assumption that the number of Key Workers will remain relatively constant and that a departing Key Worker will be replaced by a new one. This will ensure that each child continues to have a named Key Worker.



Illustration 18: Keyworker Menu

You may need to re-allocate Key Workers between children from time to time. This can be done through the *Edit a child's details* form.

The *New Key Worker* form is a simple name and address form:

Illustration 19: Edit Key Worker form

The *Edit Key Worker* form is the same except that there is a combo box which you use to select the Key Worker whose details you wish to change:

2.5 Print reports

The *Print Reports* menu offers three options:



Illustration 21: Print reports menu

Samples of each report are attached as Appendices #, # and #. The report will print to your screen. From there you can either print to paper or (if your system allows you) print to PDF.

2.6 Back-up and analysis

All of the data can be saved as spreadsheets. Use the *Exports* menu to save:

- Equipment schedules and costs
- Personal details of all children
- Agency share of costs



Illustration 22: Exports menu

3. Support

The CNDB has been trialled extensively in the North West of England and been found to meet Commissioning Managers' needs well.

Cernis Ltd. and Cheshire & Merseyside Child Health Development Programme offer up to half a day's training or consultation as part of the ongoing development of CNDB.

If you could like further details please contact ...

DRAFT

CHILDREN'S SERVICES COMMISSIONING ASSESSMENT FORM

Child's details:

Child's name:	Christine Jones	ESP
Home address:	1 Tired Parent Walk StressTown Sefton SF1 1ST	Home Phone: 01987 654321 Mobile Phone: 07123 456789
DOB:	23-May-02	Ethnicity: English, Scottish, Welsh
Sex:	Female	Religion: Church of England
Parent's first language:	English	Child's first language: English

Key Worker's details:

Name:	
Job Title:	Base:
Phone:	Mobile:

Key Worker's Pen Portrait:

Christine is a 5 year old girl with a rare syndrome which has a deteriorating effect on her. She is unable to care for herself, walk, talk or breathe without support from technology. Christine has just had a new wheelchair and standing frame so will not need any before the next review.

All other care and equipment has been included in the assessment.

Does the client have a view on how their needs could be met?

Does the parent have a view on how their needs could be met?

Children's Services Commissioning Form for Christine Jones

Weekly Care Needs

Recommended Agency: SupaCare Ltd							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Day staffing required:	1	1	1	1	1	1	1
Night staffing required:	2	2	2	2	2	2	2
Day hours required:	4.00	4.00	4.00	4.00	4.00	5.00	5.00
Night hours required:	2.00	2.00	2.00	2.00	2.00	2.00	2.00
First visit begins:	07:00	07:00	07:00	07:00	07:00	08:00	08:00
First visit ends:							
Second visit begins:	16:00	16:00	16:00	16:00	16:00	17:00	17:00
Second visit ends:							

Expertise required by staff:		
Expertise - Day	Expertise - Night	Expertise - School
Tracheostomy care, ventilator care, paediatric resuscitation, enteral feeding, personal care & hygiene	Tracheostomy care, ventilator care, paediatric resuscitation, enteral feeding, personal care & hygiene, vital sign observation and SaO2 monitoring	Tracheostomy care, ventilator care, paediatric resuscitation, enteral feeding, personal care & hygiene, vital sign observation and SaO2 monitoring

Short Breaks:		
Short Breaks staff:	0	0
Short Breaks hours:	0.00	0.00

Discharge date (if known): 25-Sep-07

Discharge dependent on delivery of equipment.

Children's Services Commissioning Form for Christine Jones

Weekly hours summary:				
	Week day	Week-end	Total	Cost
Day hours required:	20.00	10.00	30.00	337.50
Night hours required:	10.00	4.00	14.00	157.50

Training needs and cost:

Lifting and handling

Cost: £250.00

Postural support:

Side pads and ripple cushion

Cost: £50.00

Equipment Weekly

Description	Company	Reference	No. per week	Item cost	Cost per annum
O2 tubing	Universal Hospital Supplies	FDH348	7	£1.07	£391.05
Portable Sa O2 monitor	Datex – Ohmeda	0651-0000-1	1	£295.00	£295.00
Ventilators x 2	Taema	KC020000	2	£11,000.00	£11,000.00
Oxy-Lead x 2	Datex – Ohmeda	OXY-C7	2	£11.00	£11.00
Battery Charger	Euroenergy	126650	1	£69.00	£69.00
2 analyser	Viamed	TED200TT	1	£43.00	£43.00
Humidifier	Fisher & Paykel	MRM30	1	£430.00	£430.00
Dual Airway temp probe (Humidifier)	Fisher & Paykel	900MR560	1	£41.00	£41.00
Nebuliser	Medix/Vantage	MED611V	1	£27.50	£27.50
Service agreements for vents	Taema		1	£0.00	£0.00
Heat Adapter (Humidifier)	Fisher & Paykel	900MR559	1	£17.00	£17.00

Children's Services Commissioning Form for Christine Jones

Description	Company	Reference	No. per week	Item cost	Cost per annum
Mesh Sling	Arjo-concerto	MAA4060	1	£46.00	£46.00
Suction tubing	Pennine Healthcare	FWP214	14	£0.11	£78.18
2ml syringes	Terumo	FWC101	100	£0.02	£125.14
Suction liners	Abbots Lab	80761	7	£1.00	£364.99
Trachetapes – blue 10 per box	Mallinckrodt	321-01	2	£0.40	£41.71
Thermovent 600	Portex	FTC047	21	£0.40	£437.99
KY Jelly		FTM084	10	£0.01	£4.17
Mini yankeur	Argyle	FWP033	20	£0.01	£11.99
Disposable gloves	Johnson & Johnson	FTF027	1	£2.85	£148.60
Gloves - non-sterile	Premiere	FTE721	1	£0.85	£44.32
Aprons poly white	British Visqueen	BTB048	1	£2.00	£104.28
Trache tubes size 5.5	Bivona/Kapite x	TRBIV2007	1	£24.50	£638.74
Water feed set - self closing	Fisher & Paykel	900MR190	5	£1.70	£510.00
Sterile H2O for inhalation 1000ml Box of 12 x 1 litre bags	Fisher & Paykel	2DO735G	21	£0.04	£39.09
Suction catheters	Meddis Medical	FSQ248	150	£0.05	£391.07
Total annual cost (including one-off purchases):					£15,310.85
Total cost of one-off purchases:					£11,979.50
Total annual cost of ongoing commitments:					£3,852.77

Children's Services Commissioning Form for Christine Jones

Is this a residential placement?

Out of area placements

Is this an out of area placement?

If 'yes', have alternatives been considered?

Date of care package review?

Name of person responsible for review?

Approved/Not approved till:-

% support from each agency

	Care element	Training	Posture	Equipment periodic	Total recurring	Equipment one off
SSD / CSD:	35.00%	80.00%	100.00%	£2,598.75	£11,929.13	£11,469.50
Education:	25.00%	20.00%	0.00%	£479.71	£7,015.69	£80.00
PCT:	33.00%	0.00%	0.00%	£148.60	£8,710.10	£430.00
Other:	7.00%	0.00%	0.00%	£104.28	£1,920.36	£0.00
					£29,575.29	£11,979.50

**Summary of children receiving commissioned services
as at 04 February 2010**

NHS No	Child's name	Age	Sex	Ethnicity
	Jones Christine	8.0	Female	English, Scottish, Welsh
	Jones Jennifer	6.0	Female	English, Scottish, Welsh
	Smith Sandra	4.0	Female	Not stated
	Williamson George	2.0	Male	African (except Somali)

There are currently 4 children receiving commissioned services. There are 3 girls and 1 boys.
The average age is 5.00 years.

Suppliers Report

Description	Reference	Child's name	Item cost	Cost per annum
Abbots Lab				
Suction liners	80761	Christine Jones	£1.00	£364.99
Total cost of one-off purchases and annual supplies:				£364.99
Argyle				
Mini yankeur	FWP033	Christine Jones	£0.01	£11.99
Total cost of one-off purchases and annual supplies:				£11.99
Arjo-concerto				
Mesh Sling	MAA4060	Christine Jones	£46.00	
Total cost of one-off purchases and annual supplies:				£46.00
Bivona/Kapitex				
Trache tubes size 5.5	TRBIV2007	Christine Jones	£24.50	£638.74
Total cost of one-off purchases and annual supplies:				£638.74
British Visqueen				
Aprons poly white	BTB048	Christine Jones	£2.00	£104.28
Total cost of one-off purchases and annual supplies:				£104.28
Datex – Ohmeda				
Oxy-Lead x 2	OXY-C7	Christine Jones	£11.00	
Portable Sa O2 monitor	0651-0000-1	Christine Jones	£295.00	
Total cost of one-off purchases and annual supplies:				£306.00
Euroenergy				
Battery Charger	126650	Christine Jones	£69.00	
Total cost of one-off purchases and annual supplies:				£69.00

Description	Reference	Child's name	Item cost	Cost per annum
Fisher & Paykel				
Dual Airway temp probe (Humidifier)	900MR560	Christine Jones	£41.00	
Heat Adapter (Humidifier)	900MR559	Christine Jones	£17.00	
Humidifier	MRM30	Christine Jones	£430.00	
Sterile H2O for inhalation 1000ml Box of 12 x 1 litre bags	2DO735G	Christine Jones	£0.04	£39.09
Water feed set - self closing	900MR190	Christine Jones	£1.70	£510.00
Total cost of one-off purchases and annual supplies:			£488.00	£549.09
Johnson & Johnson				
Disposable gloves	FTF027	Christine Jones	£2.85	£148.60
Total cost of one-off purchases and annual supplies:				£148.60
KY				
KY Jelly	FTM084	Christine Jones	£0.01	£4.17
Total cost of one-off purchases and annual supplies:				£4.17
Mallinckrodt				
Trachetapes – blue 10 per box	321-01	Christine Jones	£0.40	£41.71
Total cost of one-off purchases and annual supplies:				£41.71
Meddis Medical				
Suction catheters	FSQ248	Christine Jones	£0.05	£391.07
Total cost of one-off purchases and annual supplies:				£391.07
Medix/Vantage				
Nebuliser	MED611V	Christine Jones	£27.50	
Total cost of one-off purchases and annual supplies:			£27.50	

Description	Reference	Child's name	Item cost	Cost per annum
Pennine Healthcare				
Suction tubing	FWP214	Christine Jones	£0.11	£78.18
Total cost of one-off purchases and annual supplies:				£78.18
Portex				
Thermovent 600	FTC047	Christine Jones	£0.40	£437.99
Total cost of one-off purchases and annual supplies:				£437.99
Premiere				
Gloves - non-sterile	FTE721	Christine Jones	£0.85	£44.32
Total cost of one-off purchases and annual supplies:				£44.32
Taema				
Service agreements for vents		Christine Jones	£0.00	
Ventilators x 2	KC020000	Christine Jones	£11,000.00	
Total cost of one-off purchases and annual supplies:				£11,000.00
Terumo				
2ml syringes	FWC101	Christine Jones	£0.02	£125.14
Total cost of one-off purchases and annual supplies:				£125.14
Universal Hospital Supplies				
O2 tubing	FDH348	Christine Jones	£1.07	£391.05
Total cost of one-off purchases and annual supplies:				£391.05
Viamed				
2 analyser	TED200TT	Christine Jones	£43.00	
Total cost of one-off purchases and annual supplies:				£43.00

Description	Reference	Child's name	Item cost	Cost per annum
Total annual cost (including one-off purchases):				£15,310.85
Total cost of one-off purchases:				£11,979.50
Total annual cost of ongoing commitments:				£3,331.35