

Quarterly reporting to the region

What: ACP activity report to update DHB and PHO executives

Why/rationale: DHBs fund ACP and require regular updates to inform them of ACP activity and outcomes being achieved.

Who: Bay of Plenty DHB and the Midland region

Benefits/value added:

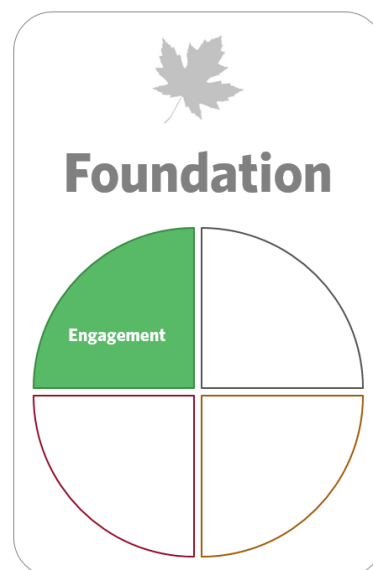
- DHB CEOs are able to see:
 - ACP implementation activity being undertaken across DHB and the community
 - their DHBs progress against nationally agreed outcomes
 - the increase in ACP activity aligned with national strategy.
- DHB and PHO CEOs are able to:
 - see the ACP training received in the region
 - understand ACP activity being implemented across each DHB in the region.
- Reporting regionally highlights:
 - the importance of having a dedicated ACP facilitator/DHB lead
 - gaps/risks to executive level.

Risks/challenges:

- DHBs who do not have a dedicated ACP Facilitator/ACP Lead may not have a lot of activity to report.
- DHBs may not contribute to the local regional network.

Steps: How this looked on the ground

1. Engaged with the regional DHB shared services project manager to understand the reporting requirements for the Regional Services Plan (RSP).
2. Engaged with the local DHB planning & funding portfolio manager who is responsible for ACP to understand the reporting requirements against the DHB Annual Plan.
3. Engaged with the national ACP team implementation manager to understand the reporting requirements against the national contract.
4. Collated all the ACP implementation activity over the Midland region.
5. Engaged with the secretariat of the local regional forum for DHB and PHO CEOs to request the report template used for submissions to the group, to determine the date the report is required prior to the agenda going out to the CEOs.



6. Drafted the report with the following headings:

- **Summary:**
 - Background to ACP implementation in the region.
 - How does it fit into the RSP?
 - Formation of the regional network, regularity of their meetings, membership and mandate.
- **Stocktake of ACP deployment by DHB:** contacted each DHB ACP facilitator/lead in the network requesting:
 - an update on ACP activity they have been undertaking and aligning it to the national 5-year strategy and roadmap of actions, DHB Annual Plan and RSP
 - amount of FTE dedicated to ACP
 - if they have an established ACP Advisory Group
 - a snapshot of ACP activities in the local DHB.
- **ACP training overview (table)** of ACP training undertaken by DHB at L1a and L2, the numbers attended and dates delivered.
- **Conclusion:** include any issues or risks identified and future opportunities.

Outcomes to date:

- Networks that have ACP in their RSP currently report via their DHB shared service project managers against ACP activity.
- Individual DHBs report quarterly to the Ministry of Health if ACP is in their Annual Plan.

Future opportunities:

National ACP implementation manager to consider drafting a national template for reporting to regional executive groups to ensure consistency of reporting.