



Learning Disability  
Managed Care Network

**HEF Reference Group Meeting  
Wednesday 14<sup>th</sup> August 2019**

No.	Agenda Item	Lead Person
1.	<b>Present</b>	
	Caroline Gill, Head of Nursing, NHS Forth Valley (Chair and minutes) Derek Phillips, Interim Network Manager Peter Old, NHS Borders Susan Jackson, NHS Lothian Marina Callaghan, NHS Forth Valley	
2.	<b>Apologies</b>	
	Claire McCulloch, NHS Fife	
3.	<b>Minutes from previous meeting</b>	
	Approved	
4.	<b>Matters arising</b>	
	All within agenda	
	<b>Agenda Items</b>	
5.	<b>HEF+ Scottish Version</b>	
	<p>HEF+ Scottish Version now set up in all areas and appears to be going fairly well.</p> <p>Discussed an issue where an error was made in a patient's name, not noticed until later and what to do as cannot be removed. Suggestions of adding comment 'done in error' and in the edit scores section, change scores to zero. This will draw attention to the fact that the HEF is an error in future audits.</p> <p>Lothian – Discussion taking place with Scott Taylor re ongoing resistance with some teams.</p>	All
6.	<b>ISD Data Analysis and Interpretation</b>	
	<p>The cleansed data is sitting on the MCN shared drive.</p> <p>Derek met with ISD colleagues regarding ISD concerns about the quality of the data. If they'd had data as patient identifiable they might have been more assured. MCN feel this is not necessary though.</p>	All

	<p>Heather used the aggregation tool to cleanse data and double checked it with original data. ISD had a number of questions in relation to analysing/interpreting the data.</p> <p><b>1. Number of individual people</b> We discussed the issue of individuals moving between community and inpatients in relation to first and final HEFs as the HEF cannot be transferred. We thought it best/easiest to treat as episodes of care rather than trying to follow patients thought the system. Therefore question one is not an issue.</p> <p><b>2. Age of individual</b> Data shows current age, so if first HEF done in 2016, there will be a three year age difference. This therefore needs a simple formula for ISD to calculate age at time of HEF.</p> <p><b>3. Individual details may change over time</b> There was an acknowledgement that the HEF shows a point in time. If someone developed dementia, this might not be a factor in first HEF, but affect the detriments to health in a further HEF. The HEF was not designed to address this, therefore may not cause an issue.</p> <p><b>4. HEF Score 'Outliers'</b> There are a range of HEF scores with a few extremes of scores of 0% or 91%. These are probably mistakes and thankfully low in number. These may be able to be removed as we check them.</p> <p>Derek will go back to Fiona at ISD with our answers to these questions and get the first step of analysis started.</p> <p>Derek discussed varying the stages of analysis, rather than getting too much perhaps not helpful information all at once. Suggestion of looking at the Welsh data analysis and what was helpful to them.</p> <p>We will have an initial high level analysis completed first, then review.</p>	
<b>7.</b>	<b>HEF Updates</b>	
<b>7.1</b>	<b>Scottish Borders</b>	
	Everything switched over and going well.	
<b>7.2</b>	<b>NHS Fife</b>	
	There was no update proved due to Claire being unavailable.	
<b>7.3</b>	<b>NHS Forth Valley</b>	
<b>7.4</b>	<b>NHS Lothian</b>	
	Progress is being made and HEF now being promoted in community teams.	

<b>8.</b>	<b>Role of the HEF reference group moving forward and representation round the table.</b>	
	<p>Kate McDonald is the new MCN network manager and will be in place by end of September.</p> <p>Derek will continue his involvement with data analysis until it is complete.</p> <p>Discussed increased membership and/or deputies. As the group becomes more of an interest group it would be good to have a bigger representation from services/teams to shape good practice and discuss any issues. The group were asked to take this back to their teams to seek additional members/deputies.</p> <p>Caroline discussed issues with workload and potential changes to role and responsibilities within her board, therefore future chairing might have to be looked at. Happy to continue until data processing complete and will review then.</p> <p>Karen will continue to be admin for the group.</p>	All
<b>9.0</b>	<b>AOCB</b>	
	There was no other competent business and the chair closed the meeting.	
<b>10</b>	<b>Date of future meetings</b>	
	<ul style="list-style-type: none"> <li>• Weds 18<sup>th</sup> September</li> <li>• Weds 6<sup>th</sup> November</li> <li>• Weds 18<sup>th</sup> December</li> </ul> <p>All meetings are <b>12 – 2pm @ Strathbrock PC meeting room one.</b></p>	