

South West Peninsula

SAP Policy & Implementation Guidelines

Document Control

Amendment History

Version	Date	Amendment History
V1	January 07	Released by SAP Programme Manager, Heather Eardley
V2	February 07	Released by SAP Programme Manager, Heather Eardley
V3	March 07	Released by SAP Programme Manager, Heather Eardley

Updating & Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version
SAP Programme managers	Jude Anthonisz, Jennie Stephens	3/1/07	V1
SAP Learning & Development work stream	Learning development leads from each org.	10/1/07	V1
SAP Information Governance work stream	Info governance lead reps from each participating organisation	07/02/07	V1
SAP Learning disability Work stream	Learning disability leads from each org	8/2/07	V1
Various representative practitioner groups	ESAP champions, Devon ASC, Cornwall ASC, Plymouth ASC, Jenny Kingman District Nurse, Devon PCT, Sandra Clark- Fully funded nursing care lead Devon PCT D, V	Jan/Feb 07	V1- resulting in version 2

Document Location & Owner

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This is a controlled document.

On receipt of a new version, please destroy all previous versions (unless a specified earlier version is in use throughout the project).

SAP Policy and Implementation Guidelines

What is this document?

The Single Assessment Process (SAP) policy and implementation guidelines provide key information for health and social care staff across the south west peninsula who will use the Single Assessment Process to enable them to assess the health and social care needs of adults (excluding Mental Health).

The guidelines can be read as a whole document or as separate pages on key topics for preparation for SAP and eSAP (electronic SAP) implementation. There are separate word documents available for each section at www.devon.gov.uk/sap-pro.

Who is it for?

The document is aimed at frontline health and social care staff and their managers to provide a policy and implementation framework and answer frequently asked questions. The staff groups covered will include:

- GPs, Nurses, occupational therapists, physiotherapists and other allied health professionals who work in community and acute hospital settings.
- Social care community care workers, referral co-ordinators, contact centre call handlers, social workers and occupational therapists
- Modern Matrons, Social Care Practice managers, Locality managers, Team managers etc.
- The voluntary and independent sector staff, who may want to know more about the Single Assessment Process, although they may not be directly using it.

How will it be updated?

The guidance notes will be updated as and when required by the SAP programme team and updated versions will be displayed on a version control sheet at the front of this document and displayed on the SAP website.

How can I get more information?

The SAP website: www.devon.gov.uk/sap and staff pages : www.devon.gov.uk/sap-pro. This contains all key documents including all the SAP tools and regular newsletters, which can be downloaded. Responses to questions on policy and practice matters and on the use of electronic assessments will be made available on the SAP website and each organisation's internal intranet site and the existing means used in organisations to communicate changes/updates in the use of IT systems.





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Contents

Section 1 - SAP Policy

Section 2 - Legal & Policy Framework

Section 3 - Joint Working & Assessment Standards

Section 4 - Sharing and Protecting Personal Information

Section 5 - SAP Tools

Section 6 - Education, Training and Development

Section 7 - Person Held Records

Section 8 - Comments, Queries or Complaints about SAP