



## Secure Quality Involvement (SeQuIn) Tool User Guide

### Using the SeQuIn Tool

The Tool is intended as a baseline to capture good practice as well as areas for possible development. There are 12 areas, in the first year (2019/20) each was allocated a month of the year, however in year 2 (2021/22) we will be focussing on 4 main areas and these will be done on a quarterly basis. The tool is designed to be completed with both service users and staff to gain a holistic and whole service viewpoint on the different areas. In order to make this as accessible as possible to everyone there are 2 versions available - a version that can be edited to capture your evidence and scoring as well as your action plan, and an accessible version developed with Widgit software that can be used with services users if required.

### Ways in which the SeQuIn Tool can be completed

All ways must be collaborative, as some standards are service user specific and others are service specific, so in order to be able to complete the tool effectively both service users and staff views are required, and a consensus must be reached in terms of a score. Any issues identified can then addressed through the action plan over the course of the year before you benchmark yourselves again the following year.

1. It can be completed by self-assessment. This would be done with nominated individuals; both service users and staff taking a lead to complete different areas.
2. The Involvement Group or equivalent can take a lead on assessing the SeQuIn Tool with both service users and staff attending. This may be done on a ward level if wards within a service are very different; however the data input would need to be an average of the ward scores to give an overall hospital score.
3. Peer review. You may decide that an external eye would be useful. In this case the Yorkshire and Humber Involvement Leads or other members of the Network may work to complete an area of the tool with you, in return for you doing the same in another service.

### Inputting your data on the online portal

<https://www.yorkshireandhumberinvolvementnetwork.nhs.uk/the-secure-quality-involvement-sequin-tool/>

You will receive a set of log in details for your service and can share this within your service as appropriate. The SeQuIn online portal will require you to input the score for each of the standards and the overall score for each area, and then you will upload your PDF for that area.

## Monthly schedule 2021/22

This is the schedule for inputting the data for your benchmarking results. You will see that you can access all of the PDF's through the website, as well as being able to input data on to the online portal for these areas at any time. The schedule shows the deadline for inputting this data, however if you want to input any data early then this is possible. You are welcome to input data for all 12 areas if you would like to, however we are asking for 4 as a minimum. If you would prefer to benchmark yourselves on these areas at the beginning of the year, or to complete a specific area early then that is fine, as long as each one is done by the month that it is due (so Involvement needs to be done by the end of May, Technology by the end of November etc.)

<b>SeQuIn Tool Area</b>	<b>Deadline</b>
<b>Involvement</b>	<b>Quarter 1 (by end of May 2021)</b>
Recovery Pathway	
Recovery College	
<b>Reducing Restrictive Practice</b>	<b>Quarter 2 (by end of August 2021)</b>
CPA Standards	
Friends, Family and Carers	
MDT Standards	
Dining Experience and Health Weight	<b>Quarter 4 (by end February 2022)</b>
Meaningful Activity	<b>Your choice of additional area</b>
Shared Risk Assessment	
Recruitment and Selection	
<b>Technology</b>	<b>Quarter 3 (by end of November 2021)</b>

## Benefits of using the Tool and the Online Portal

By using the SeQuIn Tool you will get the opportunity to measure key aspects of Involvement in a collaborative way using piloted and refined standards that have been co-produced with service users and staff across the Yorkshire and Humber Network and with input from the University of Central Lancashire, Speech and Language Therapy and Widgits software. You will be able to benchmark yourselves on an annual basis and track changes



and improvements over time. By using the online portal to input your data you will have the advantage of being able to benchmark your service against all the other secure services within the Yorkshire and Humber Network, identify areas of best practice and share ideas and ways of working to support service improvements and service user and staff experience across the Network. It will be clear through this process which services may be areas of best practice and areas where more focussed work may be required. We aim to support services to buddy up and work on areas together where there are similar issues, and share their practice on areas that they score positively on.

## **History of the Tool**

The SeQuIn Tool has been developed by the Involvement Network over a number of years, and originated from a desire to be able to review and measure involvement structures and processes within services. This was developed collaboratively with service users, staff and commissioners at a variety of meetings, focus groups and service input. We managed to secure some additional funding from In Mind Healthcare to enable us to develop the tool into an accessible format using Widgit software, as well as to get input from the University of Central Lancashire (UCLAN) who have had input into the development of the Tool and will also be helping with the promotion of it.

Some of the areas are old Commissioning for Quality and Innovation (CQUIN) standards, as it was felt that it is important not to lose emphasis from good practice that developed as a result of these. Many of these CQUIN areas were service user driven and some developed locally within the Yorkshire and Humber Involvement Strategy Group. It was identified in the Network that focus can move quickly onto new developments when CQUIN's finish, and although reporting may still continue; experientially it was felt that there was a need to consolidate and keep developing old areas and further share best practice that has developed from them. The tool has been developed in close consultation with service users and staff and while many of the standards have come from the CQUIN's, the wording and the majority of the standards themselves are service user and staff defined. They have all been consulted on and developed with service users and staff. The tool was piloted by the majority of services in the Involvement Network which allowed for further refining and development in to the Tool that we have now! The Quality Network LSU and MSU standards have been incorporated where appropriate to ensure that it is as comprehensive as possible and compliments these standards. The tool is designed to evidence how a service is performing in key areas of Involvement, and that if scoring high in these key areas then this shows that the service is an effective one.

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