

# Information for Quality programme: update

**Strategic delivery:**       Setting standards       Increasing and informing choice       Demonstrating efficiency economy and value

## Details:

Meeting      Authority

Agenda item      7

Paper number      HFEA (20/01/2016) 781

Meeting date      20 January 2016

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## Output:

For information or decision?      For information

Recommendation      The Authority is asked to:

- Note the progress made on the Programme.

Resource implications      Nil

Implementation date      During 2015–16 and 2016–17 business years

Communication(s)      Regular throughout 2015–16

Organisational risk       Low       Medium       High

Annexes      N/A

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## 1. Background

### 1.1. The Information for Quality (IfQ) Programme encompasses:

- The redesign of our website and Choose a Fertility Clinic (CaFC) function
- The redesign of the 'Clinic Portal' (used for interacting with clinics) and combining it with data submission functionality that is currently provided in our separate EDI (Electronic Data Interchange) system (used by clinics to submit treatment data to the HFEA)
- A revised dataset and data dictionary which will be submitted for approval by the Standardisation Committee for Care Information (SCCI)
- A revised Register of treatments, which will include the migration of historical data contained within the existing Register
- The redesign of our main internal systems that comprise the Authority's Register and supporting IT processes.

### 1.2. Given the importance of the programme to the achievement of the Authority's strategy, updates on progress are provided to each meeting of the Authority and approval for direction and actions sought.

### 1.3. This brief paper updates Members on:

- Update on approvals process to proceed to Beta phase
- The HFEA annual conference
- Data migration and data dictionary
- Revisions to programme timeline
- Arrangements for programme management

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## 2. Update on approval to proceed to 'Beta' phase

### 2.1. As members have been previously advised, the externally facing part of the programme cannot formally proceed beyond 'Alpha' (proof-of-concept) stage until approvals in line with Government Digital Service Standards have been granted by the Department of Health (DH).

### 2.2. The first stage assessment – undertaken by the Department of Health Digital Projects team was passed to a high standard. The second stage assessment – to be undertaken by the Government Digital Service (essentially a check on the first stage Departmental process) was scheduled for a panel meeting on 11 January 2016.

### 2.3. Rather than delay progress, and incur 'downtime costs' and informed by the result of the first stage assessment, the Corporate Management Group agreed with the proposal from the IfQ Programme Board to proceed 'at risk.' An oral update on progress here will be provided at the meeting.

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### 3. The HFEA annual conference

- 3.1. Building on the proof-of-concept work presented at the last meeting, the teams have already made good progress at the end of last year and the beginning of this year in building a working website and clinic portal (the products).
- 3.2. A centre-piece of the HFEA conference will be showcasing the progress made and generating a sense of anticipation for the roll-out of the 'beta' version of the products as well as introducing the proposed new data dictionary together with the plans we are making for the data submission part of the clinic portal, following in release 2 (currently scheduled for October 2016).

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### 4. Data migration and data dictionary

- 4.1. We have now finalised the extent to which data in the current Register needs to be cleansed (that is with input necessary from clinic staff) such that we can effect a smooth transfer to the new Register (with a different data structure), in line with the HFEA data dictionary.
- 4.2. Substantial cleansing activity is being undertaken by the Information and IT teams such that the burden placed on clinics to undertake this work has been minimalised.
- 4.3. That said, the quantum of effort required by some clinics will be material. We are focusing on the work which must be done to enable the migration to take place, and expect this work to take place over the next 3-4 months. We have been communicating with clinics preparing them for this step and we are hopeful that the prospective benefits offered by the new system will act as an incentive. Equally we are realistic about the potential for this not being a popular move.
- 4.4. Progress has been slower than hoped with exposing the data dictionary (the items of information that we require to be submitted by clinics about treatments) to stakeholders and for accreditation by the Health and Social Care Information Centre. This is becoming a risk to delivery – albeit it becomes critical towards the middle of the year. Members will be asked to sign off the data dictionary at its March meeting.

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### 5. Revisions to programme timeline

- 5.1. A detailed (and revised) IfQ Programme Plan was finalised and signed off by the IfQ Programme Board in December 2015, in line with the overall £1.134m agreed by Authority.
- 5.2. The timeline has been amended – and as such the public beta for the website and clinic portal has been pushed back approximately 3 months and 2 months

respectively – with both now expected to be launched (for beta testing) in July 2016.

- 5.3.** This is principally a consequence of first stage approval delay; some loss of momentum in the period prior to the commencement of beta and more realistic expectations about what could be achieved during the holiday period. In discussion with stakeholders we are confident that an approach of ‘getting it right’ is preferable to one of ‘getting it out.’

Milestone	Current Milestone	Proposed Revised Milestone
<b>Website &amp; CaFC</b>		
<b>Release 1</b>		
Website R1 Public Beta	01-Mar-16	01-Jun-16
Website R1 Live	19-Apr-16	27-Jul-16
<b>Clinic Portal</b>		
<b>CP Release 1</b>		
Early adopters (CP Private beta)	19-Apr-16	19-Apr-16
CP R1 Live	23-May-16	27-Jul-16
<b>Register Data Migration</b>		
Cleanse "Can't migrate unless fixed" data	14-Jan-16	31-Jan-16
Clinic cleansing of data	13-Apr-16	13-Apr-16
Cleanse Historical Register data	17-May-16	17-May-16
Data cleansing completed	31-May-16	31-May-16
DM LOAD 5 (Go Live)	20-Sep-16	20-Sep-16
<b>Clinic Portal Release 2</b>	<b>28/10/2016</b>	<b>28/10/2016</b>

## 6. Programme management

- 6.1.** IfQ programme oversight has now been absorbed by the ‘in-house’ Programme Management Office (PMO) function, further to the departure of the dedicated Programme Manager with contractor status. Good arrangements were put in place for handover. Whilst in its early days, this arrangement is working well. The Programme has well established project boards with detailed oversight of each individual project, and the PMO will deal principally with programme governance, contractual matters, budget controls, external approvals mechanisms and the continued running of the IfQ Programme Board.

## 7. Recommendation

- 7.1.** The Authority is asked to
- Note the progress made on the IfQ Programme.