

Interim Accredited Safe Haven for Section 251 Support – Stage 1 – IG Toolkit

1. The first step in the Stage 1 ASH accreditation process is that CSU/CCGs must have a published IG Toolkit assessment which has been approved by the IG External Delivery Team and graded “Satisfactory” or “Satisfactory (with Improvement Plan)”.
 2. Whilst an assessment audit described in the document is not required at this time for Stage 1 ASH accreditation, you should note the guidance states that an independent audit will be required for the formal ASH accreditation and further guidance is to be published in due course.
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Action Required (for CSUs and CCGs which received IG Toolkit assessment approval in May / June 2013)

3. If your IG Toolkit Version 10 assessment was approved in May / June 2013, you will now be working on Version 11. Any improvement actions from your Version 10 assessment that were agreed (with the IG External Delivery Team) are due to be completed by 30 September 2013. The actions for CSU and CCGs will differ slightly:
 - a. **CSUs.** CSUs should complete any improvement actions to reach Level 2 in each requirement by 30 September 2013. CSUs have 3 stage IG Toolkit reporting; the IG Toolkit Version 11 update is due to be submitted before 31 October 2013. The update should reflect the completion of the improvement actions.
 - b. **CCGs.** CCGs should complete any improvement actions to reach Level 2 in each requirement by 30 September 2013. As CCGs have one annual IG Toolkit submission (not 3 stage IG Toolkit reporting), Version 11 should be updated with the completed improvement actions and published before 31 October 2013.
 - c. Post 31 October 2013, the IG External Delivery Team will review Version 11 status (or earlier if the assessment is published prior to this date).
4. Once the IG Toolkit assessment has been reviewed by the IG External Delivery Team, the Data Access and Information Sharing (DAIS) Team will be informed and they will instigate the process of agreeing the request for access to data and signing of the Data Sharing documentation.

OR

Action Required (for CCGs without IG Toolkit assessment approval in May / June 2013)

5. You are required to complete and publish an IG Toolkit Version 11 assessment achieving a “Satisfactory” (or “Satisfactory with Improvement Plan”) rating (see guidance below).
6. You should complete IG Toolkit Version 11 and publish the assessment before 30 September 2013. Version 11 will not be visible if you have not yet published Version 10 – you will need to either:
 - a. Delete (Reset) Version 10 (which deletes the whole assessment including any comments and uploaded evidence) and complete Version 11.

OR

- b. Publish the Version 10 assessment (any comments and uploaded evidence will then be automatically copied into Version 11 for editing). **Note:** Any published assessment scores will be available in the public domain.
 - c. You should then complete Version 11 noting:
 - (1) Evidence **must** be uploaded to support the attainment levels claimed.
 - (2) For any requirements in which you do not attain Level 2 or above (this should not be a common occurrence), Improvement Actions must be added, using the on-line function. Improvement Actions to achieve Level 2 in all requirements should have a target date for completion of 31 October 2013 at the latest i.e. all actions to be implemented by this date.
 - d. Post 31 October 2013, the IG External Delivery Team will review Version 11 status (or earlier if the assessment is published prior to this date).
7. When the assessment has been published, the IG External Delivery Team will review the assessment. Details of CCGs with approved assessments will be passed to the Data Access and Information Sharing (DAIS) Team who they will instigate the process of agreeing the request for access to data and the signing of the Data Sharing documentation.