

Date/Period milestone relates to	Rules for achievement of milestones (including evidence to be supplied to commissioner)	Date milestone to be reported	Evidence required	Milestone weighting (% of CQINN scheme available)
Quarter 1	<p>To use data collected from 2017/2018 or within Q1 2018/2019 to</p> <ol style="list-style-type: none"> 1. explore referral data with respect to patient condition and referring CCG 2. CCAS reporting statistics for each patient condition 		<p>Analysis of data. If patient numbers per diagnostic group are too low data from 2017/2018 will be analysed instead.</p>	
Quarter 2	<p>Analysis of data to identify patient groups that may be under referred and CCAS reporting statistics by patient group to ensure that different diagnostic groups receive an equitable service.</p> <p>Draw up action plan to ensure all patient diagnostic groups who are eligible for referral to CCAS and who want to be referred are referred.</p>		<p>Comparison between each diagnostic group to determine if any patient groups are under-represented.</p> <p>Comparison between CCG areas to determine if some local teams are under-referring patients.</p> <p>Trend analysis of Data for 2015/2016, 2016/2017 to identify referrals by diagnostic group and changes within these as the service has developed.</p>	50%
Quarter 3	Engage with local patient representative		Arrange to meet patient representative	

	groups and medical professionals to ensure that all patients eligible for referral to CCAS and who want to be referred are referred.		<p>groups e.g. MSA Trust, PSP Association, Disabilities Trust</p> <p>Arrange to meet with local referring teams to discuss the service criteria and which patients they could refer. Discussion to understand difficulties local teams have with referrals being made to their service and also difficulties experienced by the local team making onward referrals to CCAS.</p> <p>Meet with wider local medical professionals to raise awareness of service.</p> <p>Meet with local hubs to discuss how they are tackling this area</p>	25%
Quarter 4	To Work on recommendations from action plan and report back results of implementing the recommendations.		Update report as what has been achieved this quarter.	25%