

# LEARNING DISABILITY ANNUAL HEALTH CHECKS

*Implementation Guide  
for GP Practices*



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## **Introduction**

This information is for General Practices in North Lincolnshire CCG, to help deliver Annual Health Checks to people with Learning Disabilities.

Each Practice is supported by a Primary Care Liaison Nurse from the Community Learning Disabilities Team, via Rotherham, Doncaster and South Humber NHS Foundation Trust. They will provide GP practices with: LD training, verification of the LD health check register, advice upon reasonable adjustments, easy read information, local services and non-attenders.

### **What is a Learning Disability Health Check?**

In 2008 the Department of Health announced a two-year Enhanced Service (ES) to deliver Annual Health Checks for people with learning disabilities living in England. The Annual Health Check is to ensure that the person with learning disabilities has aspects of their health checked and recorded by their GP Practice. It should also allow them to identify anything that is worrying them.

People with learning disabilities often have difficulty in recognising illness, communicating their needs and using health services. Research shows that regular health checks for people with learning disabilities often uncover treatable health conditions. Most of these are simple to treat and make the person feel better, while sometimes serious illnesses, such as cancer, are found at an early stage when they can be treated.

The Annual Health Check is also a chance for the person to get used to going to their GP practice, which reduces their fear of going at other times.

It has been proven to be effective in diagnosing conditions and treating conditions in people with learning disabilities that may otherwise have been missed. Since then, the health checks scheme has continued each year.

In North Lincolnshire, all 19 GP Practices have signed up to deliver the annual health checks through a DES as part of the General Medical Services Contract with NHS England. This ES is designed to encourage practices to identify all patients aged 14 and over with learning disabilities, to maintain a learning disabilities 'health check' register and offer them an annual health check, which will include producing a health action plan

## The LD Annual Health Check Enhanced Service

The NHS England Learning Disability Annual Health Check Enhanced Service is commissioned by the North East and Yorkshire Local Area Team.

Each year the Area Team use the [North Yorkshire and Humber Enhanced Services Portal](#) to obtain a single sign up from each practice to ALL the DESs they choose to participate in, including the Learning Disability Annual Health Check Enhanced Service.

Once GP practices sign up to the Learning Disability Annual Health Check Enhanced Service via the Portal, the Area Team send out an additional offer to sign up to the electronic Calculating Quality Reporting Service (CQRS) system.

The [Calculating Quality Reporting Service \(CQRS\)](#) is an approvals, reporting and payments calculation system for GP Practices. It helps practices to track, monitor and declare achievement for the Quality and Outcomes Framework (QOF) and Direct Enhanced Services (DES).

This information is used to help practices track and manage their performance against various targets and enhanced services frameworks set for them by NHS England. In regards to LD Annual Health Checks, each CCG must ensure that each year at least 75% of those of the GP Practice LD Register receive an annual health check. Practice Performance against this target is published quarterly by [NHS Digital](#).

Each quarter, the system CQRS extracts activity data and makes a provisional return on LD register numbers and LD Health Checks completed, which is checked by practices before submitted to NHS England. **A CQRS User Guide for LD Health Checks** shows GP Practices how to participate, manually enter and declare achievement for the LD Health Check Service. This has been circulated to all GP Practices and is available on DXS.

Training is also available via this link: <https://training.cqrs.nhs.uk/>

### Contact:

Primary Care Support - North East and Yorkshire  
NHS England  
Unit 3  
Alpha Court  
Monks Cross Drive  
York  
YO32 9WN  
[England.primarycare@nhs.net](mailto:England.primarycare@nhs.net)

## **Who do you offer an LD Annual Health Check to?**

The Annual Health Check scheme is for young people and adults over the age of 14 with learning disabilities, who need more health support and who may otherwise have health conditions that go undetected.

People aged 14 and over who have been assessed as having moderate, severe or profound learning disabilities, or people with a mild learning disability who have other complex health needs, are entitled to the annual health check.

### **Register**

Each GP Practice's Learning Disability QOF register (QOF indicator LD003) should be used to help identify which people should be invited for the health check. Not everyone on the QOF register will be eligible. A learning disability is not the same as a learning difficulty. Therefore a 'learning disabilities health check register' of patients aged 14 and over with learning disabilities should be established and maintained.

The Community Learning Disabilities Team/Primary Care Liaison Nurse will help you to identify eligible patients. They may also include any patients (not already on the QOF LD register) who are known to social services, specialist learning disability services or community paediatricians.

Patients eligible for the LD Annual Health Check should be READ coded: 918e or XaKYb

Practices will be required to confirm the count of patients on their learning disability health check register, as agreed with their Primary Care Liaison Nurse, for the calculation of payments on CQRS.

The Primary Care Liaison Nurse has a smart card and, if granted permission from the GP practice, can potentially obtain access to SystmOne. Otherwise the Primary Care Liaison Nurse will need to work with a member of the practice team in order to verify the register.

### **How do individuals join the register?**

Go to the doctor's surgery with the individual, and ask if the receptionist can check to see if they are on the register. Even if they receive social care support, they may have missed out on joining the register. For example, the doctor may have it noted on the system that they have Down's syndrome, but this does not automatically put them on the learning disability register, as it is not a code for learning disability.

A person with a learning disability can join the register by talking to their GP, who will then add a code onto their record. GP's make the diagnosis using tools available and clinical judgement, seeking further help as and when required, from specialist learning disability services for example. Once the diagnosis has been made, an appropriate code is added to the record.

Since the code is a diagnostic code, much the same as a diagnosis for any other condition, such as epilepsy and heart conditions, there is not a requirement to gain consent to be added to the register.

When visiting the doctor to add the person with a learning disability onto the register, it might be useful to speak to the doctor about what reasonable adjustments or support the person might need to help them access health services more easily. Mencap has created a template letter that people can show to their doctor, which can be downloaded here:

[www.mencap.org.uk/dontmissout](http://www.mencap.org.uk/dontmissout)

### **Why should someone join the LD Register?**

Being on the register is the first step to an individual getting reasonable adjustments and better support. Once this information is on the GP system, they will be able to access additional services, such as the Annual Health Check, and request extra support, such as easy read information, longer appointments and reminders, and help to make decisions. If they join when they are a child, then this support can be introduced from a young age, making their transition to independence much easier

Please note that people over the age of 14 can have an Annual Health Check, enabling young people to benefit from having extra support with their health throughout their transition to adulthood. If you are a parent of a child with a learning disability, please do ensure that your child is on the register, so that they can be invited for an Annual Health Check once they are 14.

## Training

People with learning disabilities often have difficulty in recognising illness, communicating their needs and using health services. Research shows that regular health checks for people with learning disabilities often uncover treatable health conditions. Most of these are simple to treat and make the person feel better, while sometimes serious illnesses, such as cancer, are found at an early stage when they can be treated. The Annual Health Check is also a chance for the person to get used to going to their GP practice, which reduces their fear of going at other times.

The practice providing this service must attend an education session. The training is led by the Community Learning Disability Team, primarily undertaken by the Primary Care Liaison Nurse. The training should be completed by healthcare professionals before health checks are conducted.

At a minimum, participating staff should include the lead General Practitioner (GP) for learning disability, lead Practice Nurse and Practice Manager/Senior Receptionist. Care co-ordinators and pharmacy staff would also benefit.

Content of standard training includes:

- Identification of patients with learning disabilities and clinical coding
- The range and increased health needs associated with learning disabilities
- What an annual health check should cover
- Information that should be requested prior to an annual health check
- Adjustments the practice might need to make to facilitate good uptake, effectiveness and access to the health check
- Health action plans
- Overcoming barriers

Where the reports to North Lincolnshire CCG from NHS England regarding health checks provided show that a practice has a low uptake, the Community Learning Disability Team and CCG will offer to provide more intensive support to that practice.

Training that the Community Learning Disability Team currently delivers for GP practices is focused on Learning Disability Awareness, which includes:

- What is a learning disability
- Communication
- Mental Capacity Act
- Health inequalities
- Annual Health Checks

Bespoke training for individual GP practices can be arranged with the Community Learning Disability Team if required.

## LD Annual Health Check Template

In order to make sure that all the relevant health issues are covered in the health check, and captured onto the practice system, the practices participating must use an electronic template. GP practices will be required to use a suitably accredited protocol/template agreed with the Area Team.

The templates used in North Lincolnshire for SystmOne and EMIS is the National Template, guidance for which is available here:

<https://www.england.nhs.uk/wp-content/uploads/2017/05/nat-elec-health-check-ld-clinical-template.pdf>

The template contains coding options for selection in each section, with clinical judgement being applied as to appropriateness; selected free text boxes and action coded options will be pulled through to appear in an automatically generated Health Check Action Plan upon completion of the Health Check.

### ➤ EMIS

EMIS users National Template: The template is in **EMIS Library > Primary Care Templates > Learning Disabilities HCAP**

The template is active, the protocol is inactive.

The protocol - To activate the protocol, you need to go into the templates manager and then navigate to EMIS Library > EMIS Protocols > DES Protocols Its in as Health Check Action Plan Launch and Print Protocol. Right click on it, select Status and click activate, it will then be available to add to your F12 menu

### ➤ SystmOne

SystmOne users National Template: The Learning disability template for S1 can be found in **Setup>Data Entry,>New Template Maintenance**

Template highlighted in the shot below



It is really important that the correct Read Codes are applied. These can be found in the [Technical Requirements Document \(page 10\)](#). If the wrong codes are applied this may lead to non-payment of the Annual Health Check



## Inviting People to an LD Annual Health Check

On an annual basis, practices will invite all patients agreed as being eligible for a review of physical and mental health for an Annual Health Check. Invitations should be sent to patients in an easy read format.

An **invitation letter template** is available on DXS and has been circulated to all practices. Practices should add their practice details to this and add details of the individual patient.

The invitation process should be considered as a potential barrier if the practice has a number of non-attenders. Some practices have found that following up the invitation with a telephone call helps. Displaying a [poster](#) or a [screensaver](#) on GP Practice waiting room screens about learning disability health checks can also raise awareness.

The practice should send out a **pre-health check questionnaire**, the template for which is available on DXS and has been circulated to all practices. This will help in collecting the information needed by the clinician and will help identify any areas of concern for the patient. It is also useful if the patient lives with a Care Provider as the patient will not need to rely on the knowledge of the staff member supporting them to the appointment. [Easy read guidance about health checks](#) should also be shared with patients to help inform and prepare them ahead of their annual health check

Templates for letters and pre-check questionnaires have been circulated to all GP practices. They can also be found on DXS, or provided by the Primary Care Liaison Nurse or CCG on request if required.

## Complying with the Access Information Standard

As part of the Accessible Information Standard (Law), GP practices must:

- Ask patients if they have any information or communication needs, and find out how to meet their needs. For people with learning disabilities, practices may need to ask carers about the patient's needs.
- Record those needs in a set way. See [Accessible Information Standard Guidance Document on Recording Information and Communication Needs](#) .
- Highlight a person's file, so it is clear that they have information or communication needs, and clearly explain how those needs should be met e.g. easy read/braille/longer time. GP practices need to add a 'flag' or 'alert' to the electronic patient record.
- Share information about a person's needs with other NHS and adult social care providers, when they have consent or permission to do so. This means all referrals should state the person's communication need and how this should be met.

- Make sure that people get information in an accessible way and communication support if they need it.

This should be asked (reviewed) again before each annual health check.

## Making Reasonable Adjustments

When making arrangements for the health check the practice should consider if any reasonable adjustments are required in order to have a successful appointment. This could mean including the right carer, completing the health check over a number of appointments or offering a different waiting area.



<https://www.gov.uk/government/collections/reasonable-adjustments-for-people-with-a-learning-disability>

[https://contact.org.uk/media/1523745/making\\_gp\\_practices\\_more\\_welcoming.pdf](https://contact.org.uk/media/1523745/making_gp_practices_more_welcoming.pdf)

## What happens at an LD Annual Health Check?

The Annual Health Check is to ensure that the person with learning disabilities has aspects of their health checked and recorded by their GP Practice. It should also allow them to identify anything that is worrying them. An [Easy read guidance about health checks](#) is available for patients, as well as [information for parents and carers](#)

### Minimum Content

As a minimum, the health check should include:

- a collaborative review with the patient and carer (where applicable) of physical and mental health with referral through the usual practice routes if health problems are identified, including:
  - Physical examination, \*BMI, waist, BP, ears, feet
  - Chronic illness and systems enquiry
  - Health promotion
  - Check and prompt of participation in age-related screening programmes e.g. cancer
  - Epilepsy
  - Dysphagia
  - Behaviour and mental health
  - Specific syndrome check e.g. Down's Syndrome, Rett Syndrome etc.
- A check on the accuracy and appropriateness of prescribed medications
- A review of whether vaccinations and immunisations are up to date, for instance seasonal influenza
- A review of coordination arrangements with secondary care, recording likely reasonable adjustments should secondary care be needed e.g. longer appointments required, need for easy read information or carer accommodation etc.
- A review of transition arrangements where appropriate for younger people, and those changing accommodation or care provider.
- A review of communication needs, particularly how the person might communicate pain or distress
- Support for the patient to manage their own health and make decisions about their health and healthcare, including through providing information in a format they can understand and any support they may need to communicate.

- A review of family carer needs should also be included.

Discuss any forthcoming screening invitations with patient and provide easy read information if required.

### **Local Screening Issues**

Many people with learning disability miss out on appropriate screening; please use the opportunity to discuss Abdominal Aortic Aneurism, Breast, Cervical, Bowel and Diabetic Retinopathy screening (some useful guides are available to view below). The Learning Disability Community Team may be able to help people who have an anxiety about screening appointments.

- [Bowel Cancer Screening Guide](#)
- [The Bowel Screening Test Leaflet](#)
- [Breast Screening Guide](#)
- [Cervical Cancer Leaflet](#)
- [Cervical Screening Guide](#)
- [Abdominal Aortic Aneurysm Screening Guide](#)

### **Stopping Over-Medication of People with a Learning Disability (STOMP)**

There is a national drive to [Stop the Over-Medication of People with Learning Disabilities](#) (STOMP) and [Supporting Treatment and Appropriate Medication in Paediatrics](#) (STAMP)

For more information regarding STOMP in North Lincolnshire, please visit the STOMP/STAMP page on the North Lincolnshire CCG website.

The Annual Health check is an opportunity to review the medication, particularly psychotropic medication. Tools are available to help you do this from the websites highlighted below.

The following organisations have a range of easy-read leaflets and tools on topics such as the brain, stress, mental health, epilepsy, depression, dementia, behaviour problems, anxiety, alcohol and abuse:

- [Birmingham University](#)
- [Royal College of Psychiatry](#)
- [Easyhealth.org.uk](#)

## **What can help?**

Where problems or concerns are identified, practices will be expected to address them as appropriate through the usual practice routes or via specialist referral if required. More information can be found in [The Royal College of General Practitioners - Good Practice Guidance](#).

## **Inclusion in Other Enhanced Services**

Practices also participating in other enhanced services may find that the annual learning disability health check also provides an ideal opportunity to check for other concerns:

- 'Facilitating timely diagnosis and post-diagnostic support for people with dementia', possible memory concerns and assessment for dementia for attending patients, where clinically appropriate
- 'Avoiding unplanned admissions: proactive case finding and care review for vulnerable people' consider case management and planning arrangements
- Personalised advanced care planning.

## **Blood Tests**

Some of your patients may have difficulty with blood tests. The Public Health England guide '[blood tests for people with learning disabilities](#)' may help.

## Health Action Plan

As part of the patient's annual health check, practices will be required to produce a health action plan. A health action plan identifies the patient's health needs, what will happen about them (including what the patient needs to do), who will help and when this will be reviewed.

The focus of the health action plan is the key action points (whether for the patient, the practice, or other relevant parties involved in the patient's care) and agreed with the patient and carer (where applicable) during the health check. It should also summarise what was discussed and any other relevant information (e.g. what is important to the patient, what their goals or outcomes are that they want to achieve).

Where the patient has a personalised advanced care plan in place, it is expected that this would also form part of the patient's health action plan.

It may include health promotion activity, monitoring e.g. weight, referrals to community health and acute services, pain management etc. Other examples include recommendations for sight tests, dental checks, self-management etc.

**The national template for LD Health Checks (see page 7) will automatically generate Health Check Action Plan upon completion of the Health Check.**

The patient needs to be given a copy and the practice needs to ensure a copy is scanned into the electronic record.

### **Is the Health Action Plan understandable?**

Practices will need to be mindful of the patient's ability to read and/or understand the information contained in the health action plan. The practice will need to ensure that the health action plan is provided in the best format for the patient to maximise their understanding and involvement, this may mean a format most suitable for a carer or advocate supporting them to understand its content

### **What other Health Action Plans are available?**

Some young people may have an education, health and support plan which you can add information to. For young people the health action plan should consider the move from children's health services into adult services. You may need to identify which services are currently covered by school or Paediatrics and how these will be met in adulthood. There may not be an automatic transfer and you may need to instigate referrals.

Practices may wish to provide the patient with a [post-health check action plan patient letter](#), written in easy read format.

## Sharing the Health Action Plan

Where possible, and if the patient is mentally competent to provide it with their consent, the health action plan should be shared with other relevant professionals and carers who are involved in the care of the patient. Carers are particularly important in regard to the health of people with learning disabilities.

Carers can be consulted but cannot consent or withhold consent on behalf of the adult that they care for (see mental capacity section).

## 12 Month Challenge

The [12-month challenge \(widget symbols\)](#) has been developed to help carers and people with learning disabilities consider a healthier lifestyle. The annual health check is the ideal opportunity for the clinician to discuss a healthy lifestyle and issue the challenge as part of the health action plan. Booklets have been delivered to the practices to give to patients. The 12-Month Challenge booklet is also available in [photo symbols](#).

## Further Information

Some web links are below which can help with supportive information regarding different health conditions, tests and procedures.

- [www.easyhealth.org.uk](http://www.easyhealth.org.uk)
- [www.healthelanarkshire.co.uk/letter-templates](http://www.healthelanarkshire.co.uk/letter-templates)
- [www.healthelanarkshire.co.uk/how-to-use-this-website](http://www.healthelanarkshire.co.uk/how-to-use-this-website)
- [www.friendlyresources.org.uk/](http://www.friendlyresources.org.uk/)
- [www.advocate4health.org.uk/index.php](http://www.advocate4health.org.uk/index.php)
- [www.birmingham.ac.uk/research/activity/ld-medication-guide/downloads/medicine-information.aspx](http://www.birmingham.ac.uk/research/activity/ld-medication-guide/downloads/medicine-information.aspx)
- [NHS Fife accessible information database](#)
- [www.surreyhealthaction.org](http://www.surreyhealthaction.org)
- [www.seeability.org](http://www.seeability.org)
- [www.dchs.nhs.uk/podiatry-community-podiatry-leaflets](http://www.dchs.nhs.uk/podiatry-community-podiatry-leaflets)
- [www.epilepsy.org.uk/info/people-with-learning-disability](http://www.epilepsy.org.uk/info/people-with-learning-disability)
- [www.learningdisabilities.org.uk/our-work/health-well-being/easy-read-guides-health-conditions](http://www.learningdisabilities.org.uk/our-work/health-well-being/easy-read-guides-health-conditions)

## **Care for people with diabetes and a Learning Disability**

A collaborative team funded by The Health Foundation and the University of Leeds has created a set of [evidence-informed, practical resources to improve care for people with diabetes and a learning disability](#).

Information can also be found below about living with a learning disability and diabetes.

- [Diabetes and learning disability - professional and carers information](#)
- [Living with someone with diabetes and a learning disability](#)
- [Diabetes and insulin - type one](#)
- [Diabetes and tablets - type two](#)



## Referrals

You should refer the patient with Learning Disability to any service that you would usually refer other patients to with similar symptoms or diagnosis. This includes health promoting services. You will need to make the service aware that the person has a learning disability, and what that will mean for their appointment. This maybe that the carer needs to be included in correspondence, or that longer time may be required or any other 'reasonable adjustments'.

NHS e-Referrals Service systems can be difficult for people with Learning Disabilities. It's a good idea to book any appointment using the NHS e-Referral Service with the patient from the surgery.

### Community Wellbeing Hubs

North Lincolnshire Council has community wellbeing hubs that provide advice and support for vulnerable adults, young people 16-19 and carers -

<https://www.adultinformationhub.co.uk/s4s/WhereILive/Council?pageId=3423&lockLA=True>

North Lincolnshire Council also have a Health and Healthy Lifestyle service, brings together lifestyle support services in one place, making it easier for local people to access help and support for a range of issues at once. The service can also be accessed in a range of local settings such as local leisure centres, wellbeing hubs, children's centres and some GP practices.

The service will accept self-referrals as well as referrals from wider agencies such as GPs, nurses and social care. For more information, please go to <https://www.northlincs.gov.uk/people-health-and-care/health-and-healthy-lifestyle/north-lincolnshire-healthy-lifestyle-service/>

Referrals can be made by calling or emailing the service:

[nlc.healthy lifestyles@nhs.net](mailto:nlc.healthy lifestyles@nhs.net) / 01724 298212

### Service and Information for 0-25 year olds with Special Needs and Disabilities

North Lincolnshire Council has an online portal called '[North Lincs Local Offer](#)'

This portal contains a variety of resources for children, parents and carers, and professionals. Included is information on [referral pathways for therapy support](#).

More information about the healthcare services available to children residing in North Lincolnshire can be found in our [children's services booklet](#).

## **Referral for Adult Social Care**

North Lincolnshire Council hosts an [Adult Information Hub](#), which provides information, services and support.

Care Assessments can be requested by completing an [online needs assessment](#). This gives the Adult Services Team vital information about you and the type of support you need. Alternatively you can contact the Adult Services on 01724 297000 and arrange for an assessment in person.

## **Following the Accessible Information Standard**

From July 2016 all health and social care organisations must follow the Accessible Information Standard. This standard tells organisations how they should ensure that disabled patients and, where appropriate, carers and parents receive information in formats that they can understand, and that they receive appropriate support to help them to communicate. You should record your patients communication needs, respond to these and inform any services that you refer to about the patient's communication requirements. More information can be found at: [www.england.nhs.uk/ourwork/accessibleinfo](http://www.england.nhs.uk/ourwork/accessibleinfo)

## **Acute Hospital Learning Disabilities liaison Nurses**

Many North Lincolnshire Health Services have easy read information, and most hospitals have a Learning Disability Nurse. The nurse helps the hospitals to respond appropriately to patients with learning disabilities. You should still refer in the usual way to the relevant department. Read more about the Learning Disabilities Liaison Nurses at [Scunthorpe and Grimsby Hospitals](#). You can alert the nurse to the referral or ask the patient or carer to contact them. Not all patients will need the support of the Learning Disability Nurse.

## **Videos to support hospital visits for people with Learning Disabilities**

Healthwatch North Lincolnshire worked with Cloverleaf, Northern Lincolnshire and Goole Hospitals NHS Trust and Let There Be Light Productions, to produce a short film for people with learning disabilities.

The film called 'The Hospital Visit' is an example of what might happen when you attend an outpatient appointment at Scunthorpe General Hospital. The film can be viewed here: <https://www.youtube.com/watch?v=94wiQSbA9Is>

### **Dental referral support**

Information and advice regarding dental referral can be found on NHS England's website: <https://www.nhs.uk/using-the-nhs/nhs-services/dentists/dental-treatment-for-people-with-special-needs/>

### **North Lincolnshire CCG's Learning Disabilities Services**

Specialist Learning Disability Services cover North Lincolnshire and support some people with complex needs. They do not work with everyone who has a learning disability, and do not replace other health services.

The learning disability service covering North Lincolnshire is provided by Rotherham, Doncaster and South Humber NHS Foundation Trust (RDASH):

<https://www.rdash.nhs.uk/services/our-services/learning-disability-services/service-information/ld-north-lincolnshire/integrated-health-and-social-care-learning-disability-team/>

## Carers

GP practices can use the Learning Disability Annual Health Check as an opportunity to add the details of family carers to their carers register.

Family carers are entitled to a Needs Assessment in their own right. The carer's assessment is a chance to let Adult Services know what type of extra support is needed to help those in your caring role.

The easiest way to get started is to complete the [online form](#). This gives North Lincolnshire Council's Family Carer Team some background information about you. Using the online form means you can take as long as you like completing it. It gives the time you need to really think about how caring for someone affects your wellbeing, or quality of life.

Alternatively, the Family Carer Team can be contacted on 01724 298393 and they will arrange for someone to visit.

For further information about support for carers, please visit the North Lincolnshire Council [Adult Information Hub](#)

### Family Carer Support Service

[Family Carer Support Service](#) (FCSS) offers a Freephone support service for family and carers of people with learning disabilities.

The support service, which is run by HFT (formerly known as the Home Farm Trust) – the learning disabilities charity, offers free telephone support, including from mobiles, between 8.30am and 4.30pm during weekdays. Support can be accessed using The Big Word telephone translation service which is available for people who don't speak English.

The Freephone number is **0808 801 0448**.

The FCSS is the only free national support service for family members and carers of adults with learning disabilities. Support provided via the Freephone service includes helping family and carers to understand their rights, the law, how to navigate health and social care systems and challenge decisions.

Carers are keen for good quality of learning disability health checks.

The [Learning Disability Carers Community](#) and [Karen Tyson's Page](#) produced a survey to investigate the uptake of annual health checks for adults with learning disabilities and to investigate their quality.

## Advocacy

Advocacy means getting support from another person to help you express your views and wishes, and to help make sure your voice is heard. Someone who helps you in this way is called your advocate.

Residents in North Lincolnshire can contact [Cloverleaf Advocacy](#).

The Social Care Institute for Excellence (SCIE) and the University of Central Lancashire have developed a product about [Independent Mental Health Advocacy \(IMHA\) for people detained under the Mental Health Act](#). It is an information booklet about what Independent Mental Health Advocacy does for people who use services.

## Mental Capacity

You should record that the patient has consented to the annual health check. Literature has been produced which can be used as a reminder to help assessing capacity and for information about best interest decisions.

- [Mental Capacity and Best Interest Decisions](#)
- [5 Principles Which Underpin The Mental Capacity Act](#)
- [Safeguarding Adults - Assessing Capacity Chart](#)

### Capacity and consent: tool for health professionals

The General Medical Council (GMC) has launched an interactive [online tool to help health professionals determine a patient's capacity to make a decision about their treatment](#). The tool draws on principles in GMC guidance and includes downloadable resources including guidance, a flowchart setting out all the steps in the tool, case studies and a record to help the health professional reflect on skills and understanding.

NHS Choices has a page dedicated to consent:

[www.nhs.uk/CONDITIONS/CONSENT-TO-TREATMENT/Pages/Capacity.aspx](http://www.nhs.uk/CONDITIONS/CONSENT-TO-TREATMENT/Pages/Capacity.aspx)

There is often confusion about who can make decisions about the treatment of someone with a learning disability. Family and carers cannot give consent for another adult. If an adult lacks the capacity to give consent, a decision on whether to go ahead with the treatment will need to be made by the health professionals treating them. In order to make a decision, the person's "best interests" must be considered. Family and friends should be consulted in the process of making the decision.

There are many important elements involved in trying to determine what a person's best interests are, including:

- Considering whether it is safe to wait until the person can give consent, if it is likely they could regain capacity at a later stage
- Involving the person in the decision as much as possible
- Trying to identify any issues the person would take into account if they were making the decision themselves, including religious or moral beliefs; these would be based on views the person expressed previously, as well as any insight close relatives or friends can offer.

## **Local Independent Mental Capacity Advocate Support**

If a person is felt to lack capacity, and there is no one suitable to help make decisions about medical treatment, such as family members or friends, an independent mental capacity advocate (IMCA) must be consulted.

North Lincolnshire's IMCA service is provided by Cloverleaf Advocacy Service:  
<https://www.cloverleaf-advocacy.co.uk/content/imca-and-rpr>

## **SCIE Mental Capacity Act Directory**

SCIE's [Mental Capacity Act Directory](#) helps to raise awareness about the Mental Capacity Act (MCA), including the Deprivation of Liberty Safeguards. You will find useful information and various tools to help understand or implement it. There is material here for people who may be subject to the Act's provisions, and for professionals from a range of backgrounds. There are links to leading blogs in this area, as well as to the Social Care Online database of research and journals.

## Payment

Payment counts will be non-cumulative quarterly counts from the point the practice begins to deliver the service and management information counts will be a mixture of non-cumulative and cumulative quarterly counts (which will serve for audit purposes).

The Read2 and CTV3 codes will be used as the basis for the GPES extraction, which will allow CQRS to calculate payment and support the management information extractions, when available. **Practices will therefore need to ensure that they use the relevant Read 2 or CTV3 codes** and if necessary re-code patient records as required.

Payments can be processed only after commissioners have offered and practices have accepted a service on CQRS. Agreement to participate in a service on CQRS is separate to (and comes after) confirming acceptance of a contract for services with commissioners.

North Lincolnshire GP Practices Payment and CQRS queries contact:  
Primary Care Area Team, North East and Yorkshire, NHS England  
Email: [England.primarycare@nhs.net](mailto:England.primarycare@nhs.net)

### The Payment Process

On a quarterly basis, CQRS extracts activity data and makes a provisional return – Practices are required to manually check the quarterly figure extracted by CQRS and either accept it (on CQRS) or get in contact with the Area Team should adjustments to the return need to be made before submission.

**Payment under this Extraction Service will be on a quarterly basis comprising £140.00 for each patient** aged 14 and over in the financial year on the practice agreed learning disabilities register, who receives a compliant health check in that quarter. Only one payment may be made as regards to any patient, in a given practice, in any one financial year.

CQRS will calculate the quarterly payment, based on the quarterly achievement data either via manually entered data or data extracted from GPES. **In order to be paid for the LD Annual Health Checks you must enter onto CQRS the LD Register figure, and check the number of health checks completed is correct.**

After CQRS has calculated the practice's final achievement payment, the practice should review 'the payment value' and declare the 'achievement declaration'. The area team will then approve the payment (assuming that the criteria for the service have been met) and initiate the payment via the payment agency's Exeter system.



Payment should be made by the last day of the month following the month in which the practice and area team approve the payment. Where CQRS has not been provided with data (i.e. the practice has not enabled the extraction or the extraction is not supported by their system supplier) the data will need to be entered onto CQRS manually before being accepted and submitted.

### **What happens after data has been submitted?**

Once practices have submitted their data and the declaration and approval process has been followed, then payment for the service will be sent to the payment agency for processing.

Practices will be expected to ensure that the count of patients who have received a health check over the year does not exceed the number of patients on the agreed learning disabilities register. Practices cannot give more health checks than those on the local learning disabilities register, and they can receive only one payment per patient

## Verification

NHS England Primary Care Area Teams are responsible for post-payment verification.

Where required, practices must make available to the Area Team any information they require and that the practice can reasonably be expected to obtain, in order to establish whether or not the practice has fulfilled its obligation under the Extraction Service arrangements.

### Details of Verification

Verification will include audit:

- Of training records to ensure that practices have attended the required training
- Of claims of practices to ensure that the number of health checks given does not exceed the number of patients on the agreed learning disabilities register.

Verification will also include checking:

- The number of patients who have received health checks over the year
- The number of those who have received a health check but declined a health action plan
- The number of patients who have received a health check and are eligible for a health action plan but not been offered one.

The Primary Care Liaison Nurse will randomly audit a number of patients at the practice to ensure that the minimum requirements for the health check were included.

The information extracted on numbers of patients receiving or being offered health action plans will not be used for payment purposes. It will be available to support practices and NHS England to validate requirements of the enhanced service, as necessary, to demonstrate that the full protocol was followed.

## MiQuest Query

From 2019 Practices are likely to be asked to run a RAIDr report.

Previously the Miquest Query was requested at year end in order to provide anonymised population data. The results of the query inform the Self-Assessment Framework that Clinical Commissioning Groups (CCGs) need to complete each year for Public Health England. This enables the CCGs to monitor health inequalities and the health status of people with learning disabilities.

In order to provide the necessary information, practices need to run the learning disability query set which can be downloaded from Quest Browser. Instructions on how to download and run the LD query can be found on the Data Quality Sharepoint site, available at: <http://imte.gemcsu.nhs.uk/default.aspx>.

To Download the LDR Reporting tool, please see the [GP Guidance Document](#).

GEM Informatics will support with any technical difficulties in downloading and running the templates and Miquest query, email [necsu.dpcif@nhs.net](mailto:necsu.dpcif@nhs.net) and a member of the Primary Care Informatics Facilitation Team will contact you to assist.

Alternatively contact the Computer Room for advice about the LD Miquest Query.

**Telephone:** 01773 718578

## Supporting Information

### **Learning Disabilities Mortality Review Programme - (LeDeR)**

The Confidential Inquiry into Premature Deaths of people with Learning Disabilities evidenced that people with learning disabilities die younger than other people in the population and emphasised the need for Annual Health Checks. More information at: [www.bristol.ac.uk/cipold](http://www.bristol.ac.uk/cipold)

A number of publications from Public Health England provide information about health inequalities and how to overcome these. Evidence to support the requirement for Annual Health Checks and information about reasonable adjustments are also available on the [disabled people section](#) of the gov.uk website.

For more information regarding LeDeR in North Lincolnshire, please visit the LeDeR page on the North Lincolnshire CCG website.

### **Safeguarding**

For information about Safeguarding Adults, please visit the [North Lincolnshire Safeguarding Adults Board website](#), where details of how to make an adult safeguarding referral can also be found.

### **North Lincolnshire Learning Disabilities Partnership Board**

Learning Disability Partnership Board brings together all the public services in North Lincolnshire including city, district and borough councils, health services, housing agencies, police, education and community and voluntary groups. The board:

- Improves the way public and community services support people with a learning disability
- Promotes the rights, independence, choice and inclusion of people with learning disabilities.

Further information about the North Lincolnshire Learning Disability Partnership Board can be found via this website - <https://www.northlincs.gov.uk/people-health-and-care/learning-disability-partnership/>