

CROYDON JSNA: INITIAL REQUEST FORM

The Croydon JSNA can be found on the [Croydon Observatory](#) and an annual work programme is in place in Croydon to refresh the documents it contains.

Any new pieces of work must be requested using this form to begin to identify the purpose, scope, audience and stakeholders for the project. Please answer the below questions in as much detail as you can to help us prioritise your request.

It is expected that all JSNA projects are developed in partnership with key stakeholders. Those requesting a new JSNA product are likely to be the lead for that project. Leads are responsible for engaging with appropriate stakeholders to provide key information and data sets and identifying governance arrangements for sign-off / taking forward recommendations and actions. Each JSNA product should have a nominated person within the Public Health team to support the project as one of the key stakeholders. The Public Health lead will input information as needed, assist with shaping the product and provide a critical eye and insight as necessary.

No.	Question	Response
1	<p>Who is requesting a new project? <i>Who is the key lead for this work and who will be responsible for signing off the final product?</i></p>	
2	<p>What is the aim of this piece of work? <i>Please be as specific as possible; what would you consider the purpose of this project to be?</i></p> <p><i>What are the key questions the project should seek to answer? A useful format is to ask a question in this format:</i></p> <p><i>The problem is [an increasing number of young people are turning up at A&E with injuries due to self-harm] if we knew x [which children had 2 or</i></p>	

No.	Question	Response
	<p><i>more risk factors e.g. parents with diagnosed mental illness, primary care visits for sleep problems, being bullied, school exclusion etc} we would do y [offer a schools based counselling programme] to address the problem.</i></p> <p><i>What areas would you say are in and out of scope? Think about what information you currently don't have that is preventing you from making informed decisions / plans.</i></p>	
3	<p>What will the work inform?</p> <p><i>Please detail any commissioning decisions / strategies / plans / action plans / gaps in knowledge etc. that you hope to be informed by this project</i></p>	
4	<p>Who is the target audience of this piece of work?</p> <p><i>Who are the key people or groups that the project is aimed at? Who will take forward any key recommendations from this work?</i></p>	
5	<p>What are the timescales?</p> <p><i>Do you have a date for when this should be completed? Will it inform other documents that already have clear timescales? Do you have any suggested timelines for start date, key milestones and completion?</i></p>	
6	<p>Who are the key stakeholders?</p>	

No.	Question	Response
	<i>Who are the contacts or organisations that should be involved in the project? What are the different levels of involvement that may be required from different partners? Is a steering group appropriate to lead on this work?</i>	
7	What are the key datasets? <i>What local or national datasets capture the information you need to review? Who has access to these datasets?</i>	