

Appendix A - Statement of Requirements
ADOS/ BOSA Assessments
on behalf of
Cambridgeshire Community Services NHS Trust.

1. Background

Cambridgeshire Community Services NHS Trust provide community-based health care services within the NHS that gives people more choice and control over their health care.

The Trust covers localities across Bedfordshire, Cambridgeshire, Luton, Milton Keynes, Norfolk, Peterborough, and Suffolk to residents to ensure our services provide the very best care and treatment for each and every individual that uses our services.

Quality is at the heart of all we do, and we are proud to provide high quality services that enable people to live healthier lives and receive care closer to home.

We provide the following extensive portfolio of services:

- a range of children's services to children, young people, and families (Cambridgeshire and Norfolk)
- school age immunisation programme (Cambridgeshire, Norfolk, Peterborough, and Suffolk)
- iCaSH: Integrated Contraception and Sexual Health Services (Bedfordshire, Cambridgeshire, Milton Keynes, Norfolk, Peterborough and Suffolk)
- Dental services (Cambridgeshire, Peterborough, Norfolk, and Suffolk)
- Dynamic health musculoskeletal services and pelvic health physiotherapy services (Cambridgeshire and Peterborough)
- Neuro-rehabilitation services including the Oliver Zangwill Centre (Cambridgeshire and Bedfordshire)
- Children and Adults' community health services for the residents of Luton
- Bedfordshire Community Health services for the residents of Bedfordshire (provided in partnership with East London NHS Foundation Trust)

We believe that community-based health services are fundamental to the success of an NHS that gives people more choice and control over their health.

The Luton & Bedfordshire Community Paediatrics Service provides a Consultant Paediatrician- led Community Paediatric Service to Children and Young People (CYP) with suspected disability, neuro-disability, and developmental delay across Luton and Bedfordshire.

2. Requirements

A list of the requirements for this Procurement are listed below:

- The Trust has a requirement for 270 assessments to be complete by 30th September 2021 under a 3-month contract with a view to require ongoing support against two optional 12 month contract extensions.
- The clinical resource to complete the BOSA Assessments will focus predominately on the Bedford service where there is the greatest need. This will be reviewed on a weekly basis by the service, who will communicate with the contracted supplier.
- Provision of ADOS/BOSA assessments Parent signs video and photography consent form with clinician before assessment begins (where video facility is available).
- ADOS/BOSA Score Booklet completed by clinicians and use the Trust agreed ADOS/BOSA SOP. CCS will supply a copy of the Child/ young person's most up to date Assessment report for the clinician to view on the day of the ADOS/BOSA Assessment.
- Assessments to be undertaken weekly. Clinicians to agree appointment time slots with site contact person.
- Designated sites for all on site assessments to take place:
 - Luton- Redgrave Gardens Children Centre, Luton, LU3 3SR
 - Bedford- Child Development Centre, Hill Rise, Kempston, Bedford MK42 7EB
- ADOS/ BOSA assessments will take place within Trust COVID safe site, to be video recorded where site has facility to do the same. Only agreed Trust equipment and process must be used.
- There also may be a requirement for the awarded provider to carry out ADOS Assessments at family home face to face at times.
- Each Clinician to use Trust Encrypted memory stick to save BOSA Assessment Report completed off site. Trust secure bag must be used to transport patient identifiable information the encrypted memory stick. Clinician to give memory stick with associated paperwork generated from the assessment to designated administrator to upload documents to child/ young person's SyTmone record and send S1 task to relevant clinician. Administrator to use agreed inventory to label document on s1.
- The provider will not need to access general notes or NHS computer systems.
- The ADOS/BOSA reports should be received by CCS within 2 working days from the appointment in order for CCS to provide appropriate feedback to families. All reports to be on CCS report template which will be provided at award stage. Any video recordings will need to be presented to The Children's Services Operational Manager for Luton Community Paediatric Service or Bedfordshire Team lead for the Bedford team.
- The provider will ensure that a list of attenders/non-attenders/ cancellations etc as occur are provided each week by secure email to a named admin person at CCS so that NHS data systems for work done can be completed on behalf of CCS.
- Once Paediatrician has made diagnosis, the clinician who completed ADOS/ BOSA assessment to provide diagnosis feedback to parent/ carer/ child where, child's

presentation is not complex- to include sign posting to post diagnosis support and local support.

3. Cambridgeshire Community Services NHS Trust Obligations

- CCS to provide use of one ADOS/BOSA Kit to each Clinician.
- CCS to provide names of children attending and their responsible doctor. The provider will be expected to follow the procedures used on site for the entry and exit of service users to the building. All BOSA test booklets to be provided by CCS.
- For children whom there are diagnostically complicating factors in history/family background etc, relevant assessments/reports will be provided by secure email by CCS for each case but for most children the BOSA will occur 'blind'.
- In addition, if queries or discrepancies arising from the BOSA assessment prior to reporting, a list / phone number of the relevant clinician to call from CCS needs to be provided for each appointment. E.G. It is the responsibility of the designated administrator to arrange a virtual consultation between the Clinician and Paediatrician where the Clinician has clearly communicated in the report the BOSA assessment does not indicate Autism.
- It is the responsibility of the Paediatrician on receiving the BOSA Report to request the administrator arrange feedback appointment with Parent/ career.

4. COVID-19 response:

- In response to COVID-19 the Trust has set out that there will be an ongoing requirement for the contracted supplier to provide both on site assessments (ADOS) as well as virtual assessments (BOSA).
- In line with procurement policy the Trust are required to adhere to Social Value Act and therefore 10% weighting of the procurement will be against Social Value relating to COVID-19 response which is a mandatory requirement to be complete. Failure to complete this section will result in the bid not being accepted.
- In line with national and Trust guidelines all PPE and infection control measures to be worn when completing any on-site assessments
- Practitioners on site are required to Lateral flow test twice weekly where applicable and or any evidence of vaccination to reduce risk of COVID-19 within the Trust sites.