



*National Treatment Agency
for Substance Misuse*

Funding and expenditure for 2011/12 data collection tool

Introduction

This document has been designed to help partnerships to collect planned expenditure and funding data for 2011/12.

Please open the document and enable macros when prompted. The macros are to help you enter data and give guidance as you complete the document.

For example, you may see a message asking you to select your partnership on the front Sheet.

The sheets have been protected so that cells in which we do not expect data have been locked and are not editable. Also the cells where we do expect data have been coloured white to make it easy to locate them in the document.

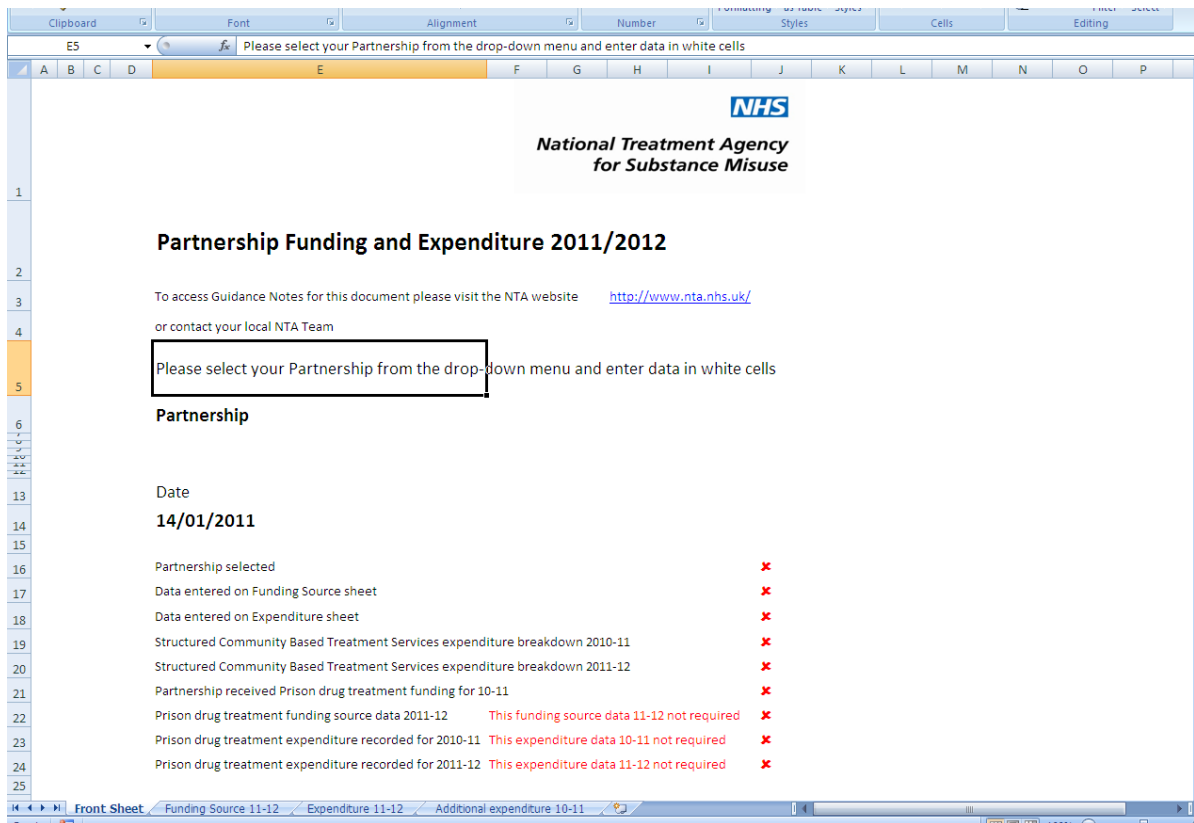
Please complete each sheet in order from left to right and the cells on each sheet from top to bottom. This will help to ensure that no data items are missed, thereby giving the partnership a full picture of local funding and expenditure.

The cells are formatted appropriately, meaning it is not necessary to enter pound sterling signs when entering currency values. There are many checks built into the document to help identify possible errors and you will likely see such messages as you complete the sheets.

Further explanation of these features can be found at the relevant point in this guidance document.

Please note that a message does not imply that there is data missing, it may be that not all cells need to be filled for your partnership.

The following picture shows how the document will appear when it is first opened:



There are four sheets visible; Front sheet, Funding source 11-12, Expenditure 11-12 and Additional expenditure 10-11. There are several more sheets not visible used to hold data and by the macros to add and remove data provided by the user. The text below is divided into sections for each sheet.

Front sheet

To begin, please look at the Front sheet.

There is a checking table to help you easily see which parts of the document have been completed. A red cross next to a statement indicates data has not been collected and a green tick indicates it has. A green cross will appear when any data is entered into the corresponding section and does not imply all data has been collected.

The following picture shows a close up of the checking table at the foot of the Front sheet.

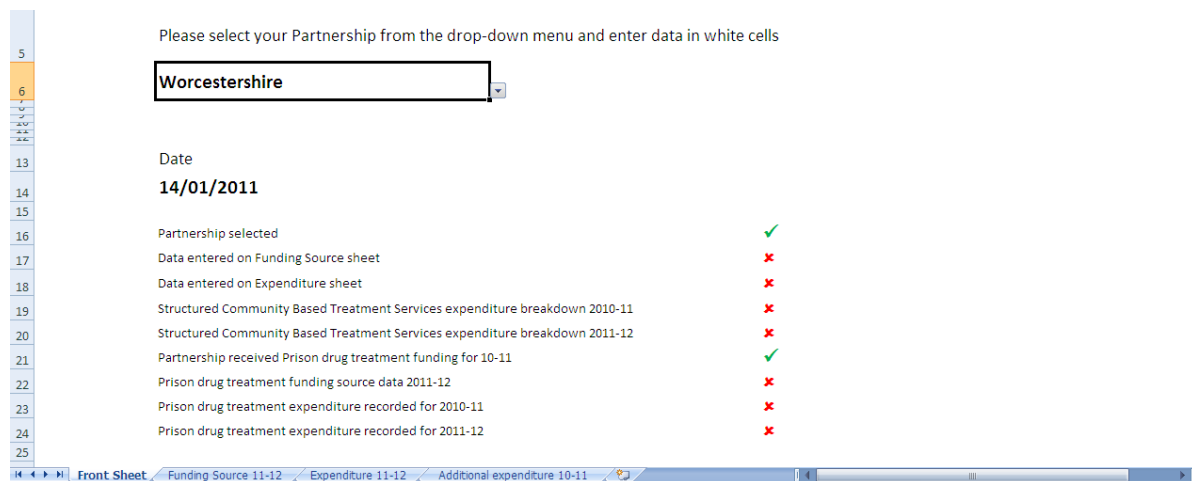


There are two cells to complete in this sheet. Please select your partnership from the drop down menu in cell E6 and enter the date you are completing the form in cell E14.

You may notice in the checking table that the first red cross in cell J16 has changed to a green tick indicating that you have selected a partnership.

Row 21 of the checking table shows whether your partnership received prison treatment funding for 10-11. If you did not it is not anticipated that any will be received for the current year and rows 22 to 24 will show red text messages indicating that this information is not required. The following two screen shots illustrate this point.

The following picture shows an example of a partnership that is required to submit prison data for this year.



Funding source 11-12

This sheet is for you to enter funding source data for the year 201112.

Please enter data in the cells D3 to D15. The cells C3 to C15 contain the equivalent pre-populated figures reported for last year. The cells in E3 to E 15 show the percentage change. Cells F3 to F15 indicate whether the funding has increased or decreased compared to last year, indicating potential disinvestment. In the case of no funding allocated last year (any of the cells in C3 to C15 equal to zero) and some figures allocated this year, the corresponding percentage change in column E will remain blank. This is because an increase from zero to any value cannot be expressed as a percentage. In this case, the direction of travel will indicate 'No funding allocated in 2010/11'.

Please note that prison-based drug treatment comprises the usual funding for clinical treatment (IDTS) but now also includes an additional allocation for psychosocial interventions that was previously centrally commissioned by NOMS. Local partnerships will now be responsible for commissioning the full range of drug treatment services for prisons within their area.

There is a second smaller table in rows 25 to 30. This is for a breakdown (if available) of the figure for 'Other' given in cell D12.

Please give a very brief description of the funding source in the cells B26 to B30 and the money in cells C26 to C30. If the total of the values collected in C26 to C30 does not equal that given in the cell D12 a warning message will appear. In the following screen shots, a user has entered the value 60 in 'Other' in cell D12 then a warning appears in red text that 'Other funding breakdown does not equal total other funding above'. As figures are entered in cells C26 to C30 this message disappears, as the following screen shots indicate.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
10	8	Probation partnerships	£48,408		-100.00%	Decrease
11	9	Supporting people	£0			No funding allocated in 2010/11
12	10	Other	£0	£60		No funding allocated in 2010/11
13	11	DH Capital funding	£0			No funding allocated in 2010/11
14	12	DH Capital funding carried from previous year	£0			No funding allocated in 2010/11
15	13	Prison drug treatment funding	£0			No funding allocated in 2010/11
16	13	Total adult drug treatment and DIP funding	£845,611	£60	-99.99%	Decrease

Below this table, there is a smaller table for 'Other' sources of funding:

	Funding Source	Amount
26	1 Other1	£10
27	2 Other2	£20
28	3	
29	4	
30	5	
31	Total	£30

A red oval highlights a warning message in red text: "Please note: Other funding breakdown does not equal total other funding above".

	A	B	C	D	E	F	G	H	I	J	K
10	8	Probation partnerships	£48,408		-100.00%	Decrease					
11	9	Supporting people	£0			No funding allocated in 2010/11					
12	10	Other	£0	£60		No funding allocated in 2010/11					
13	11	DH Capital funding	£0			No funding allocated in 2010/11					
14	12	DH Capital funding carried from previous year	£0			No funding allocated in 2010/11					
15	13	Prison drug treatment funding	£0			No funding allocated in 2010/11					
16	13	Total adult drug treatment and DIP funding	£845,611	£60	-99.99%	Decrease					
17	Prison based drug treatment comprises the usual funding for clinical treatment (DTS) but now also includes an additional allocation for psychosocial interventions that were previously centrally commissioned by NOMS. Local partnerships will now be responsible for commissioning the full range of drug treatment services for prisons within their area.										
20	Partnership	Windsor and Maidenhead									
21	Date submitted	14/01/2011									
24	Please give a breakdown of 'Other' sources of funding										
25		Funding Source	Amount								
26	1	Other1	£10								
27	2	Other2	£20								
28	3	Other3	£30								
29	4										
30	5										
31		Total	£60								

Expenditure 11-12

This sheet is for you to enter planned expenditure for the year 2011-12. There are two new data sets we require this year. The first is a breakdown of structured treatment services into prescribing and non-prescribing and the second is for prison drug treatment funding.

Column N calculates the row total and Column O contains the equivalent figure for last year. Column P shows the percentage change from last year to this.

Where there was no funding allocated to this expenditure last year Column P remains blank since an increase from zero cannot be expressed as a percentage. The comparison value in Column R compares the row total from your entry this year and the equivalent figure for last year. If the difference is greater than £10,000 or 10% different from last year this will be indicated as a substantial change.

Additional expenditure 10-11

This sheet is to allow the inclusion of data from last year that was not collected to allow comparisons with this year:

1. prison drug treatment funding (see note above) and
2. a breakdown of structured community based treatment into prescribing and non-prescribing.

The values in row 10 should equal the sum of the values entered into rows 11 and 12. Where they do not, a warning message will appear to the right of the table indicating this. If you are able to

provide either of these data sets, in order to include them into the report please click the button 'Click here to add this data to the report'. This will run a macro that copies your data into one of the hidden back sheets and the button will be replaced by another with the caption 'Click here to reset the report'. If you change your mind you can remove any data you have entered by clicking this button. This will remove any data you have added into the sheet Additional expenditure 10-11. It will also replace the button 'Click here to add this data to your report' and remove the button 'Click here to reset the report'

The following pictures show how the buttons change.

The screenshot shows an Excel spreadsheet with the following data table:

Source of funding	Adult drug treatment pooled treatment budget	PTB Underspend from 2010/11	DIP	Police	Primary Care Trust	Services	Section 37/298 funding	Partnership	People	Other	Prison drug treatment funding	Total funding Allocated to this Expenditure this Year
1 Commissioning System												
2 Workforce Development												
3 User Involvement												
4 Carer Involvement												
5 Harm Reduction Strategy												
6 Reintegration Strategy												
7 Open access drug treatment services												
8 Structured treatment services	£1094,824	£0	£0	£0	£66,585	£0	£0	£0	£0	£0		£1,161,409
8a Structured treatment services (prescribing only)												£0
8b Structured treatment services (non prescribing)												£0
9 Inpatient services												
10 Residential rehabilitation services												
11 Drug Interventions Programme												
12 Total	£1094,824	£0	£0	£0	£66,585	£0	£0	£0	£0	£0	£0	£1,161,409

A red oval highlights the button 'Click here to add this data to the report' located in cell F11. Below the table, a note states: 'Please note: Structured community based treatment services do not match breakdown figures (excluding Prison drug treatment funding)'. At the bottom, the spreadsheet shows 'Partnership Wigan' and 'Date submitted 14/01/2011'.

Additional expenditure 2010/2011													
Please enter data in white cells													
Click here to reset the report													
Source of funding	Adult drug treatment pooled treatment budget	PTB Underspend from 2010/11	DIP	Police	Primary Care Trust	Social Services	Section 31/28a funding	Probation partnership	Supporting People	Other	Prison drug treatment funding	Total funding Allocated to this Expenditure this Year	
1 Commissioning System													
2 Workforce Development													
3 User Involvement													
4 Carer Involvement													
5 Harm Reduction Strategy													
6 Reintegration Strategy													
7 Open access drug treatment services													
8 Structured treatment services	£1094,824	£0	£0	£0	£66,585	£0	£0	£0	£0	£0		£1,161,409	
8a Structured treatment services (prescribing only)												£0	
8b Structured treatment services (non prescribing)												£0	
9 Inpatient services													
10 Residential rehabilitation services													
11 Drug Interventions Programme													
12 Total	£1094,824	£0	£0	£0	£66,585	£0	£0	£0	£0	£0		£1,161,409	

Prison based drug treatment comprises the usual funding for clinical treatment (IDTS) but now also includes an additional allocation for psychosocial interventions that were previously centrally commissioned by NOMS. Local partnerships will now be responsible for commissioning the full range of drug treatment services for prisons within their area.

Partnership: **Wigan**
Date submitted: 14/01/2011

Please note: Structured community based treatment services do not match breakdown figures (excluding Prison drug treatment funding)

When you have completed the form please take a moment to re-check the information on the front sheet. The checking table will help you do this. When the NTA collates information from partnerships, we will use the partnership name selected on the front sheet to tabulate the data so it is helpful to us if you could check this. Please save the document and return it to your local NTA Team by 18 March 2011.

Many thanks in advance for the time taken to complete this document.