



**Public Health
England**

Autism Self-Assessment Framework 2018 Instructions for submission

Overview

This questionnaire is designed for reporting the findings of the fifth Autism Self-Assessment exercise. After preliminary guidance it comprises twelve sections covering a wide range of areas and including a final sign off section prior to submission.

Some questions have changed since last time or been updated in light of known progress and feedback from areas, but will still enable a comparison with previous results. If a question is scored Red or Amber, respondents are asked to say what is impeding progress. For questions rated Green there will be the opportunity to say what actions or circumstances have enabled progress. Examples of local innovative approaches and actions that have made a positive impact on individuals are also being sought.

In some cases further more detailed exploratory questions are asked. Some of these take a 'yes/no' format, some seek numbers and others ask for short comments about particular aspects. A number of questions offer a space to make further comments but indicate that this is optional.

It is intended that the responses should arise from a consensus process involving all stakeholders

For queries about completing the exercise contact [redacted] [@phe.gov.uk](mailto:[redacted]@phe.gov.uk). Responses will be actioned as quickly as possible.

Accessing the questionnaire



Please make sure you read the important details section below before accessing the survey for the first time.

For general queries about completing the exercise contact [redacted] [@phe.gov.uk](mailto:[redacted]@phe.gov.uk). Responses will be actioned as quickly as possible.

Important details about the SAF and the questionnaire data collection tool

1. At first log on, make a note of the anonymous login code. This is a unique code and enables work to be saved and for individuals to re-enter the survey multiple times during its completion and prior to submission.
2. At first log on, complete Section 1 (name, email address, local authority) and save. This information will allow staff to check your survey has opened correctly.
3. After completing steps 1 and 2, email @phe.gov.uk indicating the process has commenced and the local authority involved.
4. The questionnaire is divided into twelve sections:
 - Section 1: Details
 - Section 2: Introduction
 - Section 3: Planning
 - Section 4: Training
 - Section 5: Diagnosis led by the local NHS commissioner
 - Section 6: Care and support
 - Section 7: Housing and accommodation
 - Section 8: Employment
 - Section 9: Criminal justice system
 - Section 10: Local innovations
 - Section 11: Completion details
 - Section 12: Final submission details
5. Responses to the SAF should relate to adults unless otherwise stated. This is in line with the responsibilities of the Autism Act.
6. Most questions, unless otherwise indicated, are joint questions and relate to the local area partnership, which may be led by the Local Authority (LA) and/or the Clinical Commissioning Group (CCG).
7. References to 'the Statutory Guidance' are to the document Statutory guidance for Local Authorities and NHS organisations to support implementation of the Adult Autism Strategy published by the Department of Health in March 2015.
8. There are six different types of question:
 - Number
 - Yes/No/Not Applicable
 - Red/Amber/Green and/or comment
 - Comment
 - Date
 - Multiple choice
9. The questions are numbered consecutively. Where a comment is available, then there is a comment box with the number of the original question it relates to followed by the letter 'C'.
10. Most questions allow brief comments to be added. Where a local area has made progress, indicate briefly the initiatives that have proved successful. Where progress has not been made or the situation has worsened, indicate the nature of the difficulties.

11. Questions are set at 1000 characters (including spaces) unless otherwise indicated in the questionnaire. For the questions where we undertake thematic reviews of comments we are not able to handle longer comments. Our experience of using comments to illuminate RAG ratings and other answers is that longer answers are usually less helpful.
12. Do not include and identifiable or potentially identifiable data in the free text comment boxes. This includes names of service users and their carers or mentions of specific locations that could lead to service users and/or their carers being identified.
13. Do not include the names of staff members unless these have been explicitly requested in the question e.g questions 1, 7, 15, 123, 125, 127 and 'Submitted by' in Section 12.
14. Where numerical responses are required, do not include further breakdowns of data in the free text comments boxes where this includes numbers of 5 or less. For queries about whether a piece of information is identifiable or potentially identifiable, contact @phe.gov.uk to request a call back to discuss this. DO NOT INCLUDE ANY EXAMPLES IN THE EMAIL.
15. Proof read all answers carefully before final submission as all responses and comments will be published in their entirety.
16. Do not complete 'Section 12: Final submission details', until final sign off is in place for your organisation.
17. On completion of Section 12 and pressing the SUBMIT button, any further changes made will not be included in the analysis and final report.
18. A questions and answers document will be available in the library on the autism self-assessment group on KHub and will be updated regularly with any new questions.

