

**1. Request.** Initial request is made for JSNA product and can come from local authority or NHS commissioners, Public Health, Clinical Commissioning Groups, Healthwatch etc. Initial requests sent to [info@jsna.info](mailto:info@jsna.info) or direct to JSNA Programme Manager.

**2. Feasibility & Initial Scoping.** A rapid feasibility review is undertaken to assess whether a JSNA is needed, is the data available, what has been done already, what work level and resource is required, and who will lead. JSNA Scoping Template is used. JSNA Lead is identified.

**3. Application.** JSNA Application Form submitted direct to JSNA Programme Manager. Once checked this is forwarded to JSNA Steering Group

**4. Priority Setting.** JSNA Steering Group approve or reject requests based on JSNA Prioritisation Scoring Tool. Authority given for staffing and resources to be committed to work programme. Cabinet Members will be informed by the JSNA Steering Group of the decision on each JSNA application (i.e. approvals/rejections/further information required)

**5. JSNA Task & Finish Group.** Group established to take on the work programme (this will vary dependent on what is required) and complete the JSNA product.

**6. Quality Assurance.** JSNA circulated by JSNA lead to key stakeholders for comments and feedback. Updated and agreed by JSNA Steering Group.

**7. Final Sign Off.** Final JSNA product signed off by Health and Wellbeing Boards (can be done virtually or in person). Coordinated by JSNA Programme Manager

**8. Publication and Dissemination.** Posted on JSNA website [www.jsna.info](http://www.jsna.info). JSNA Programme Manager to arrange programme of dissemination in collaboration with JSNA lead .

**Annual Summary Reports** written for each HWB. Will include:

- Demographics
- Priorities to recommend to HWB to inform strategies
- Summary of JSNA products over past year relevant to that borough

Signed off by Steering Group then HWB

Production of Summary and priority setting

## JSNA Prioritisation Scoring Tool

### Filter question

Question	Yes/No
1. There has not been a deep dive JSNA or another type of review conducted on this subject in the last 3years	
2. Is the research question clearly stated?	
3. Can the research question be met by a JSNA?	

**If the answer to all three questions is yes then proceed to the scoring below**

### Timescales

- How long will this take to undertake? (Short piece of work or longer time frame?)
- How urgent is this?

**Score each statement with the following:-**

Score	Assessment
0	No evidence that this criterion will be met/is not relevant
0.5	Evidence that this criterion is/will partially be met
1	Evidence that this criterion is/will be significantly met
2	Evidence that this criterion is/will be fully met

Criteria	Score
<b>Local priority</b> <ul style="list-style-type: none"> <li>• The topic or question supports the priorities as outlined in the Joint Health and Wellbeing Strategies in the relevant Boroughs</li> </ul>	
<b>Risk to the future</b> <ul style="list-style-type: none"> <li>• The topic area is a potential health risk in the immediate future</li> </ul>	
<b>Gaps in information</b> <ul style="list-style-type: none"> <li>• The JSNA will identify unmet need <b>OR</b> there is a gap in local intelligence <b>OR</b> there have been significant changes to the subject area, locally or nationally</li> </ul>	
<b>Cost effectiveness and value for money</b> <ul style="list-style-type: none"> <li>• Undertaking the JSNA will identify potential savings and efficiencies in services</li> </ul>	
<b>Partner/stakeholder engagement</b> <ul style="list-style-type: none"> <li>• The JSNA will include stakeholder, community or service user views</li> </ul>	
<b>Potential to affect change</b> <ul style="list-style-type: none"> <li>• A JSNA on this issue will influence strategic commissioning</li> <li>• A JSNA on this issue will empower voluntary and community groups to improve the services they provide</li> <li>• A JSNA on this issue will empower Health and Wellbeing board members to identify priorities</li> </ul>	
<b>Asset mapping</b> <ul style="list-style-type: none"> <li>• The JSNA will identify local assets</li> </ul>	
<b>Total</b>	

**More than 14 points = high priority**

**Between 10-14 points = medium priority**

**Less than 10 points = low priority**