

# HAPPY Project Processes

## Referral Process

### Actions for Born in Bradford (BiB)

#### 1. Eligibility report pulled from Medway by Innovation Hub analyst

Contains all women eligible for HAPPY

Eligibility criteria:

- BSB eligible (postcode)
- Consent to share data with BiB (flag)
- BMI > 25 at 12 weeks gestation
- Booked before 20 weeks gestation

Exclusion criteria:

- Baby Steps referral (flag)

#### 2. Random selection of women for intervention by BiB statistician

50% of eligible women selected

#### 3. Details of selected women passed to PPC by Innovation Hub analyst

Spreadsheet sent via SystemOne encrypted email

### Actions for Perinatal Project Coordinator (PPC)

#### 4. Additional screening

Checks individual Medway records to ensure each woman is still eligible for HAPPY

Exclusion criteria:

- As above
- Foetal anomaly detected at scan
- Loss of pregnancy

#### 5. All selected eligible women are contacted and offered HAPPY

Provides information about project, and offers to make referral to HAPPY team. Uses spreadsheet provided by BiB record the following:

- date of contact
- outcome of contact (accept/decline with reason if given)
- number of contact attempts made
- failure to contact
- any other noteworthy info e.g. language need, pregnancy complications not yet recorded on Medway etc.

#### 6. Maternity referral form completed for each referral

#### 7. Details of women who accept offer of referral passed to HAPPY team

Sent via encrypted email

- Script for PPC includes requesting verbal consent to share basic information with HAPPY team at Barnardos
- Completed spreadsheet to be returned to BiB on a monthly basis

- Spreadsheet for HAPPY team should include:
  - name
  - address
  - NHS number
  - language needs (if any)

## Enrolment and Retention Process

### Actions for Banardos HAPPY team

**8. Coordinator passes women's details to facilitators for contact with details of relevant course**

**9. Facilitator contacts women to invite to relevant course and arrange home visit**

Record (spreadsheet):

- outcome of contact (accept/decline with reason if given)
- number of contact attempts made
- failure to contact

**11. Coordinator/facilitator sets up course on SystemOne and adds women to register**

**12a. Facilitators deliver antenatal sessions 1-6**

Record (attendance register)

- date and location
- attendance/non-attendance
- contacts non-attenders to establish reason and encourage to attend

Record (SystemOne):

- date and location
- attendance and non-attendance
- withdrawn from programme with reason if given

**14a. Facilitators deliver postnatal sessions 7-12**

As for sessions 1-6

**14b. Final postnatal session 12**

- complete post-questionnaires including satisfaction measure

Record (SystemOne):

- questionnaire completed (yes/no)
- questionnaire data

**10. Facilitator visits woman at home and completes initial paperwork**

- discusses privacy notice and gets verbal consent
- completes pre-course questionnaire including additional demographic info (see below)
- confirms date and venue of first course session

Record (SystemOne):

- name
- address (check correct)
- NHS number
- contact telephone number (check correct)
- date of home visit name of facilitator and date of visit
- ethnicity
- religion
- disability
- consent to share data with BSBIH (yes/no)
- questionnaire completed (yes/no)
- questionnaire data
- language/transport/creche needs if any
- withdrawn from programme and reason if given

**12b. Final antenatal session 6**

- inform group of date and venue for first post-natal session
- check contact details are up to date

Record (SystemOne):

- any changes to contact details

**13. Facilitators maintain contact with women during programme break (minimum of 2 contacts)**

Record (SystemOne):

- date and type of contact
- outcome of contact (notes)
- number of contact attempts
- failure to contact
- withdrawn from programme and reason if given