
Appendix four – Ministry of Health planning tools and guidelines

Clinical Service Planning Analytics (CaSPA)

CaSPA is a NSW Ministry of Health IT platform that provides the NSW Health planning community with online resources. CaSPA hosts a range of data analytics tools including activity projections and modelling tools, resources and training material to support evidence-based service planning. The CaSPA portal was introduced in June 2015 and includes data on population growth and ageing, changing patterns of disease and clinical practice that may affect demand for services.

Clinical Services Planning (CSP) Guide

This guide identifies the information to be included in a Clinical Service Plan (CSP) developed to inform the scope of a capital investment decision and related priorities in the LHDs Asset Strategic Plan. The guide emphasises the CSP should specify the changes in models of care, technology, support services, staffing and other enablers relevant to the proposed investment to meet current and projected service needs but does not need to determine infrastructure delivery options.

NSW Health Capital Prioritisation System (CAPRI scorer tool)

The CAPRI tool, developed by the Ministry of Health, was consistently used to rank and prioritise capital projects proposed by LHDs and health agencies up until 2015–16. The tool provided a framework for LHDs to self-assess their capital projects against criteria and guidelines developed by the Ministry. The criteria focused on demonstrating projects aligned with statewide strategies, improved service access and efficiency, or supported improvements in the condition and functionality of local assets. The Ministry then aggregated these ratings and ranked projects across agencies to determine the highest investment priorities for NSW Health.

Source: NSW Health.

Preliminary Cost Benefit Analysis (CBA) Framework

The Ministry of Health developed the Preliminary Cost Benefit Analysis (CBA) framework in 2016, also known as the preliminary short form CBA, to help assess projects submitted to the Ministry for capital funding consideration.

The Preliminary CBA has since been used as a threshold test to assess whether proposed projects demonstrate value. The test is applied before a project progresses for further consideration and prioritisation for inclusion on NSW Health's ten-year Capital Investment Strategic Plan.

Local Health Districts (LHDs), Speciality Health Networks (SHNs), NSW Ambulance, NSW Health Pathology and eHealth NSW identify their five highest priority projects for funding consideration as part of the annual Asset Strategic Plan submissions to the Ministry. Each priority project is accompanied by a completed input template which contains information required to complete the short form CBA.

The template details the capital and recurrent costs of a project compared to a base case scenario (i.e. the status quo) as well as the anticipated benefits, measured from a range of categories such as reductions in morbidity and mortality, efficiencies, improved access, and workforce benefits. The template seeks to ensure the consistent application of cost-benefit principles and assumptions across all projects.

Guide to the Development of the 2018 Asset Strategic Plans

The Ministry of Health developed this guide to assist LHDs/ SHNs and other health services develop their Asset Strategic Plans in support of NSW Health's annual Capital Planning Submission. It outlines NSW Health's capital planning cycle and the main associated steps and responsibilities for agencies. It also identifies the key elements and content of local Asset Strategic Plans needed to support robust local planning and inform NSW Health's Asset Strategic Plan and related capital planning submission. Specifically, the guide emphasises the need for evidence-based service planning aligned with local and statewide strategic plans. It also acknowledges the importance of examining non-asset strategies/ options for meeting service needs when assessing gaps in the performance of assets and determining related capital investment priorities.

Source: NSW Health.