

# Getting Ready for CARA Checklist



Task	Details	✓
Governance	Establish groups/bodies needing to approve CARA prior to procurement	
	Establish designated Lead within force region.	
	Develop decision log & risk log	
Steering Group	Set up Steering Group with representation across relevant bodies	
	Identify relevant parties to participate in steering group, including CPS, PCC, etc.	
	Establish aims and schedule for meetings	
Scope	Consider volume of referrals by exploring historic simple caution for DA among other methods	
	Review estimating volumes informs budget & procurement process	
	Consider required CARA provision: Most common offer is for male group cohorts. Additional provision can be for female cohorts, and 1:1 CARA Telephone Intervention for referrals unable to attend group (language barriers, learning disabilities, etc). Additional provision will need to be considered in budget & procurement.	
Planning	Begin drafting service contract and ISA	
	Establish key timelines and review mobilisation plan included with commissioning framework provided by Hampton Trust	
	Preparation for short turnaround vetting with contracted provider staff & facilitators	
	Begin drafting internal comms strategy	