Appendix A: Overview of screening information development

1. **USER NEED**
   - See Section (3)
   - Once user need agreed, set up project team
   - Public information/engagement expertise vital

2. **RESEARCH**
   - See Section (4)
   - Should be proportionate and will aim to find out how to best meet user need

3. **DEVELOPMENT**
   - See Section (5)
   - Iterative documented process, involving stakeholders and informed by user feedback

4. **APPROVAL**
   - See Section (6)
   - Transparent process for ‘sign off by senior staff

5. **PUBLICATION**
   - See Section (7)
   - Produce in appropriate formats to meet user need, promote equity

6. **DISTRIBUTION**
   - See Section (8)
   - Ensure service providers can easily access publication

7. **EVALUATION & REVIEW**
   - See Section (9)
   - Usually reviewed every three years