

Minutes

Minutes of the SWMPF Working Group on Coordination of Wrap Around Services

9:00am – 10:30am, Friday 22 May, 2015
St Patrick' Community Support Centre
12 Queen Victoria Street,, Fremantle

Chair: David Cain (UnitingCare West)

Participants: David Cain (UnitingCare West), Traci Cascioli (St Patrick's Community Support Centre), Jennie Gray (Anglicare), Paul Hogan (Cockburn Community Care), Megan Richards (UnitingCare West), Jenni Gordon (SWMPF), Paul Loseby (Headspace), Olwyn Craske (Ruah Inreach Fremantle).

Apologies: Karin Mac Arthur (SWMPF Community Partnership Broker), Tracy Foulds (Headwest), Deborah Whiteside (Department of Housing), Clory Carrello (Cockburn Integrated Health), Antonella Segre (Connect Groups), Ann Atkinson (Strong Families), Nicole Smith (Adult Community Corrections – Department of Corrective Services), Ann McKay (Child Protection and Family Services).

1. Welcome and apologies

2. Volunteer to take minutes

Olwyn Craske

3. Approval of the minutes of meeting 24th April 2015

Change in location of workshop was noted. Minutes were approved.

4. Business arising from previous meeting

No action arising from previous minutes. Review of workshop forum will be in next agenda.

5. Addressing the barriers to coordinated services

Discussion

1. Shared informed consent update

- Resources including: the two documents regarding best practice, the tools i.e. the consent form and MOU, and a link to the Privacy Act (item 6.1 of Schedule 3) will be uploaded onto the website.
- The consent form will be reviewed in June 2015 to incorporate the feedback given to date.
- A trial in a UCW refuge and Homeless Accommodation Support Service (Wilf Sargent House) will be put in place.

2. Think Tank Invitations

- Think Tank invites will be sent to the leadership group with a link to the Think Tank guidelines and flowchart.
- This invite will be sent out before the next meeting, hopefully before the end of next week.
- It will ask for a commitment to participate intermittently on the Think Tank panel. It is envisaged that participation will be dependent upon the topic (e.g. housing) matching up with members' expertise.

3. The role of the working group in the Think Tank

- This was discussed and it was agreed that this would review systemic issues that were arising from referrals, with a view to advocacy, including for example, letter writing.
- Members of the working group may also review issues and draft a strategy for the leadership group.
- Triage of referrals would go to Karin and Jenni.
- Members of the Working Group may also be on the Think Tank.
- It was agreed that a consistent chair of the Think Tank would be required.

Actions

- Members to bring all ideas and feedback regarding the consent form to the next meeting. It is anticipated that a new draft form can then be agreed upon, which will hopefully result in wider uptake.
- Jenni to prepare invitations to the Think Tank for the Leadership Group.

6. Building capacity of existing interagency groupings

Discussion

- The venue has been booked at the Integrated Health Service conference room.
- A 'save the date' invitation has gone out for this event.
- The format for the workshop was discussed and it was agreed that the structure could be:
 1. Mapping exercise to be combined with point 2
 2. The chair of each group to give a brief presentation about their group.
It was agreed that dot points for the presentation by network group chairs should go to them prior to the workshop.
 3. A discussion about what works well (i.e. what is the glue, how is it resourced and made sustainable). This would also include what else the group felt that they needed. The outcome of this would be a best practice document.
 4. The final discussion points would be how the SWMPF could add value.
It was also agreed that an experienced facilitator would be needed to manage the space.
- Paul Hogan also suggested that the cost for facilitating and catering at the workshop may be able to be covered by a City of Cockburn community development grant

Actions

- Jenni advised that she had a contact for Joel Levin and will follow this up.
- Several others who were aware of good facilitators also agreed to e-mail the names to Jenni.
- Jenni will get quotes from potential facilitators.
- Jenni also advised that she would follow up on the RSVPs from network groups attending and send out reminders.
- Paul advised he would look into sourcing potential funding for a facilitator and venue for the workshop.

7. Next meeting

- Next meeting will take place on the 26th June 2015 at Headspace in the Wesley Centre, Fremantle, 9 - 12 noon (as there is a lot to be covered, this meeting will be one hour longer). This is to be confirmed.

8. Any other business:

- Project evaluation report from Amma Buckley to be rescheduled until July meeting.
- Karin will be asked to report back at the next meeting on the conference she attended in Canada. .



-Paul Loseby advised that WAAMH were running Care Coordination training. He thought it would be good for a working group member to attend.

Action: Paul Loseby agreed to forward the details of the Care Coordination training to members.