

Minutes

Meeting of the SWMPF Working Group Coordination of Wrap Around Services

9.00am – 12.00am, Friday 26 June, 2015
City of Melville, 10 Almondbury Road, Booragoon

Chair: David Cain (UnitingCare West)

Participants: Antonella Segre (Connect Groups); Traci Cascioli (St Patrick's Community Support Centre); Jennie Gray (Anglicare WA); Paul Hogan (Cockburn Community Care); Megan Richards (UnitingCare West); Jenni Gordon (SWMPF); Karin Mac Arthur (SWMPF) Executive Director)

Apologies: Tracy Foulds (Headwest); Clory Carrello (Cockburn Integrated Health); Ann Atkinson (Strong Families); Ann McKay (Department of Child Protection and Family Services); Olwyn Craske (Ruah Inreach Fremantle)

1. Welcome, introductions and apologies

Deborah Whiteside has recently been promoted to a new position within the Department of Housing and will therefore no longer be participating in the project.

Barry Dowsett is on extended sick leave. David asked for a card to be sent to Barry on the working group's behalf.

Karin advised she would follow up with Nicole Smith to see if she was still on board.

Actions:

- Karin to send Barry card on behalf of the working group.
- Karin to follow up with Department of Housing re new representative on the group.
- Karin to follow up with Nicole Smith.

2. Volunteer to take the minutes

Jenni Gordon

3. Approval of minutes meeting 22 May 2015

The minutes were approved without change.

4. Business arising from previous minutes

All actions arising from the minutes are covered under the relevant agenda items below.

5. Addressing the barriers to coordinated services

Revision of the shared informed consent form

Members had a detailed discussion about the revisions to be made to the form in response to feedback received to date.

It was agreed that in order to encourage widespread use of the form:

- Agencies be invited to individualise the form by including their logo at the top (SWMPF logo to be included at the end).
- Agencies be given the option to pre-populate the form with the names of agencies the client information can be shared with.
- The form will be provided as a Word document to enable agencies to individualise it as required.

It was further agreed that guidelines needed to be provided with the form to explain how it should be used. This will ensure the SWMPF still has oversight of its use, while allowing for individual adaptations.

The revised version will be taken back to the Consumer Advisory Group at Alma Street for feedback. It will then be re-submitted to the Leadership Group for final endorsement.

It was agreed that the new form would be promoted and made available at the inter-agency workshop on 27 August.

Actions:

- Jenni to make the necessary revisions to the shared consent form and distribute to the working group for endorsement.
- Jenni to draft guidelines to accompany the shared consent form.
- Karin to arrange presentation to the Consumer Advisory Group, ideally in August so that it can go to the Leadership Group meeting on 4 September.

Think Tank update

EOIs have gone out to all members of the Leadership Group inviting them to participate. The deadline for submissions has now passed and only UCW has submitted applications.

Jennie advised that Anglicare would be submitting applications imminently (awaiting feedback from staff). Jennie further noted the imperative that DCPFS and Housing be represented on the Think Tank.

David said that participation in the Think Tank showed an individual and an agency's commitment to continuous improvement and managing risk. He noted that commitment to these areas is now an employment requirement at UCW.

A dedicated page for the Think Tank has been developed on the SWMPF website. This will be highly visible as it will be included on the main menu bar. The webpage will allow for referrals to be submitted online.

Action:

- David to send a follow up e-mail to the Leadership Group encouraging them to submit applications to join the Think Tank.

6. Building the capacity of existing inter-agency groupings

Workshop update

We have engaged Joel Levin to facilitate the workshop. He will attend our next working group meeting to discuss the proposed format.

It was agreed that a key objective of this workshop is to strengthen relations between the CWS group and the inter-agency groups.

The group agreed that we would not take up valuable workshop time trying to obtain information for the inter-agency directory; rather, we would distribute forms for the groups to fill in while they are there.

Paul Hogan announced the very generous contribution that the City of Cockburn will make to the workshop; they are waiving the venue hire fee and will provide \$500 towards the facilitator's fee. The SWMPF will cover the balance.

7. Any other business

Revised project outcomes

Jenni and Karin have further refined the outcomes for this project as follows:

- *Service providers use SWMPF resources or other appropriate tools to facilitate information sharing, thereby enabling a more seamless service for clients.*
- *Service providers encourage clients to become actively involved in identifying their service and support needs and in developing a seamless service support plan.*
- *Service providers report their clients receive an effective, multi-agency response that meets identified needs.*
- *The SWMPF Think Tank provides timely advice to service providers seeking support to achieve outcomes for their clients.*
- *The SWMPF provides inter-agency groupings with effective supports to enable them to overcome barriers encountered in securing outcomes for individuals with multiple and complex needs.*

The group approved these revisions.

Financial counselling funding cut

Paul Hogan asked what the SWMPF is doing to advocate for the reintroduction of funding for financial counselling. Karin advised that a letter had been drafted and was currently being circulated among the Leadership Group for endorsement.

SWMPF annual review meeting

Karin provided a brief overview of the format of this meeting, including the 'stall' on the CWS, which David, Traci and Jennie have kindly agreed to staff.

And thank you to our hostess!

The group thanked Antonella for hosting our meeting in her fabulous offices.

8.Date and venue of next working group meeting

The next meeting will be held at 9.00am on Friday 24 July at UCW's new offices in Fremantle.