

Minutes

Meeting of the SWMPF Working Group on Coordination of Wrap-Around Services for Individuals with Multiple Needs

9.00am – 11.00am, Friday 22 August 2014
Ruah Inreach Fremantle
266, South Terrace (Cnr Nelson St), Fremantle

Chair: David Cain (Uniting Care West)

Participants: Traci Cascioli (St Patrick's Community Support Centre), Brent Lippiatt (Department of Social Services), Jennie Gray (Anglicare), Barry Dowsett (Department of Education), Megan Richards (Uniting Care West), Bridget Harvey (Medicare Local), Deborah Whiteside (Department of Housing), Olwyn Craske (Ruah Inreach), Ann McKay (Department for Child Protection and Family Support), Paul Hogan (City of Cockburn)

Apologies: Nicole Smith (Department of Corrective Services), Sally Ann Pearson (Disability Services Commission) Karin MacArthur (SWMPF)

1. Appointment of minute taker for the meeting

David requested a volunteer to take the minutes and Deborah offered.

2. Welcome, introductions and apologies

David thanked everyone for attending, members of the group introduced themselves and apologies were noted.

3. Approval of the minutes of meeting 25 July 2014

Minutes were approved without change.

4. Business arising from the minutes of 25 July 2014

The following actions were taken:

- Consent Form that had previously been circulated was to be discussed at today's meeting for any amendments and suggestions.

5. Update on Shared Consent Form

Members commented on the potential Shared Consent Form. It was stated that some of the terminology such as 'please note, 'parties'; and 'in accordance with' may be too formal. Megan will look further at the structure and wording and amend accordingly so that it becomes more user friendly and less formal and ensures it outlines what it is to achieve. It was agreed to note both agency and issues, with the possibility of exceptions; of topics not to be discussed. Possibly to try to engage the client to advise of any possible exceptions.

Action: Megan will draft/amend the consent form for further discussion at the next meeting.

6. Discussion on draft Partnership Agreement.

The intent of the draft agreement had previously been discussed for further comments and amendments. It was stated that it seemed logical to have more of an information sharing group than a partnership and that it is about working together collaboratively with the basis of capturing as much information as possible to assist the client. It was also mentioned that there was already an MOU surrounding the issue of potential risk. The intent should be confirmed as there was no formal agreement as such in place. It was also commented that it was important to identify the initial needs of the client than the strategic support that is required.

An issue had been raised regarding a recent case with consent forms and agreements where a client had been de-identified. Approval still had to be sought from relevant services to discuss the client's case further, even though the client's identity was anonymous and therefore de-identified. Compelling issues of the document included, when do we use it, is it an ongoing 'live' document and should there even be an appendix for the consent form to this initial generic document.

It was recommended to look at amending or adding to the title.

Action: Group to work on amending the title of the agreement, to be finalised at the next meeting.

7. Update on members' interviews with interagency groups.

Previous information :

- Olwyn requested feedback from Adult Mental Health Collaborative Practices group and SuMMAT group.
- Traci to interview PIR Operations Group.
- Nicole to interview Strong Families Managers group

- Deborah to interview Anita at Fremantle Multicultural Centre

Action: Held over for further discussion at the next meeting

8. Update on trial of SWMPF Think Tank between members.

Members had previously been requested to circulate any case studies (anonymised) from their agency.

2 case studies were presented at today's meeting :

After discussing confidentiality and consent one case was brought forward by Barry, it included hypotheticals and de-identified the client. It brought together various issues and cases in the hope that agencies could be brought in that perhaps had not been identified or recommended previously. The case involved not just recommending support for the client but also the family. Members recommended various strategies, support structures, identifying reasons and not focusing on the negative for a positive outcome.

Another case was brought forward by Traci, involving a client with multiple complex issues including mental health and lack of suitable accommodation that required some urgent assistance and recommendations. Traci asked whether she could distribute the information to members for their input on the various issues in the hope that some resolution could be found in the best and shortest possible timeframe.

Action: Discussions would be held at future meetings as to the outcomes with an update and summary to be provided.

9. Any other business.

- Brent distributed factsheets from Department Social Services and Australian Research Alliance for Children and Youth on 'What is Collaboration'
- Olwyn discussed expanding on the networks that members are all tied into, as Karin had previously mentioned that a proposal had been made by Olwyn regarding the development of a 'Directory of Inter-agency Groupings'. It would be helpful to have the comprehensive list of the groups and what information needed to be included.



- Ann reminded that DCP is now known as Department for Child Protection and Family Support.

10. Next meeting

The next meeting of the working group will be held from 10am-12pm on Friday 19th September 2014 at Medicare Local, Level 3/22 Queen Street, Fremantle, thank you to Bridget for offering.