

Item No	Topic	Action	Comm'ee member	Due date
	<p>high level discussions held between the DDG of Health (Michael Cleary) and the DG of Education.</p> <ul style="list-style-type: none"> WM HHS will establish a partnership arrangement with an NGO provider for the supported accommodation. It was noted that they don't have time for a full procurement process and, in lieu of, looked for a provider who had a history of delivering a similar service and experience of working with the cohort. They identified <i>After Care</i> as a preferred provider and are progressing discussions. IA asked how the transition services would be funded. LG advised that WM HHS received a commitment from Bill Kingswell that the Department of Health would provide bridging funds for these transition services. JK queried whether the services would be located in the WM HHS catchment. LG confirmed this is a case, but not on the Park premises. She advised that these services would transition within 12 months' time to where they were needed. LG noted that, due to the tight timeframes and service imperatives, it was not possible to explore another catchment option at this time. LG will send two documents regarding the transitional service plan proposal to IA for circulation to the CE Oversight Committee and Steering Committee. 	Circulate the WM HHS Transitional Service Plan Proposal	IA	18/11
7.	Matters for Noting			
7.1	<p>Major correspondence</p> <ul style="list-style-type: none"> WM HHS has had a resurgence of letters and ministerials since Wednesday last week. Most of the correspondence is seeking a statement regarding the new service model, and whether it will include a Tier 3 inpatient component with onsite education. JK noted we can't respond with a statement about the new model of care until it has been endorsed by the respective HHS Boards. A recent draft letter in response to a similar enquiry will be circulated to the Steering Committee, and sent to the Mental Health Commissioner for her information. 	<p>Send recent letter to Steering Committee</p> <p>Send copy of letter to Mental Health Commissioner</p>	<p>IA</p> <p>JK</p>	<p>18/11</p> <p>18/11</p>
8.	For Information			
8.1	<ul style="list-style-type: none"> It was noted that Sandra Radovini's visit will now take place on 10th/11th December. LG provided an overview of the agenda. On the morning of the first day, Sandra will make a presentation to parents and consumers, followed by a presentation to staff in the afternoon. There will be a dinner on the first night, and members of the College of Psychiatry will be invited together with the CEs of WM HHS and CHQ HHS, and Bill Kingswell, MHAODB. The second day provides an opportunity for SS and JK to meet with Sandra to discuss the proposed model of care. 			
Next meeting: Monday 2nd December 2013, 9am – 10.30am, CYMHS Spring Hill.				

Meeting Agenda

State-wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy

Date:	2 nd December 2013
Time:	9am – 10.30am
Venue:	Seminar Room, CYMHS, Cnr Roger and Water Streets Spring Hill (parking via Roger St entrance)
Video/ Teleconference Details:	Details will be provided on request ** Please advise secretariat if you want to dial in**

Chair:	Stephen Stathis	Clinical Director CYMHS CHQ HHS
Secretariat:	Ingrid Adamson	SW AETR Project Manager
Attendees:		
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
	Elisabeth Hoehn	Director Queensland Centre for Perinatal and Infant Mental Health
	Josie Sorban	Director of Psychology, CHQ HHS
	Laura Johnson	Project Officer, SW AETR, WM HHS
	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
		Carer Representative
		Consumer Representative
Video Conf.		
Apologies:	Judi Krause	Divisional Director CYMHS CHQ HHS
Observers / Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations		
Item no	Item	Action Officer
1.0	• Nil	

Children's Health Queensland Hospital and Health Service

2. Meeting Opening		
Item no	Item	Action Officer
2.1	Welcome and Apologies	Chair
2.2	Statement of Conflict/Interest	Chair
2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair
2.4	Statement of achievements	Chair
3. Business Arising from previous minutes		
Item no	Item	Action Officer
3.1	<ul style="list-style-type: none"> Nil 	
4. Matters for Decision		
Item no	Item	Action Officer
4.1	<ul style="list-style-type: none"> Steering Committee Meetings for 2014 	SS
5. Matters for Discussion		
Item no	Item	Action Officer
5.1	<ul style="list-style-type: none"> Board feedback on draft SW AETR Model of Care 	SS
5.2	<ul style="list-style-type: none"> Consumer/Family/Carer Communication Approach re Model of Care 	IA
5.3	<ul style="list-style-type: none"> WM HHS Transitional Service Plan Update 	LG
6. Standard Agenda Items		
Item no	Item	Action Officer
6.1	Service Options Working Group Update <ul style="list-style-type: none"> Status Update 	SS
6.2	Clinical Care Transition Panels Update <ul style="list-style-type: none"> Status Update 	LJ
6.3	Risk Management <ul style="list-style-type: none"> Nil changes to the Risk Register 	IA
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> SW AETRS Project Status Report (refer progress against Project Gantt) 	IA
6.5	Other business	
7. Matters for Noting		
Item no	Item	Action Officer
7.1	Major correspondence <ul style="list-style-type: none"> BAC Fast Fact Sheet #10 Web Content for SW AETRS 	LG IA
8. For Information (papers only)		
Item no	Item	Action Officer
8.1		

Next Meeting**Date:** Monday 16th December 2013**Time:** 9am – 10.30am**Venue:** Seminar Room, CYMHS Cnr Roger & Water Streets Spring Hill

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

(Status Indicators: Red = Significant delay, Amber = Slight delay, Green = On Track and Blue = Completed)

Meeting Date	Action Item #	Previous Meeting Reference	Action Item	Action Officer	Due Date	Status Update	Status
09/10/13	3.1	Working Group Update	Establish web page for SW AETR Initiative - part of CHQ Communications Strategy	Ingrid Adamson	31/10/13	Underway	
21/10/13	6.5	Project Milestones	Circulate completed Gantt Chart	Ingrid Adamson	04/11/13	Completed	
04/11/13	5.1	Matters for Discussion	Add Lesley van Schoubroeck to BAC distribution list	Leanne Geppert	08/11/13		
04/11/13	5.1	NSW Visit	Distribute NSW Site Visit Report	Ingrid Adamson	18/11/13	Completed	
18/11/13	4.1	CHQ Comms Plan	Incorporate changes into Communications Plan	Ingrid Adamson	18/11/13	Completed	
18/11/13	6.3	Financial Data	Follow up BAC operational budget figures	Leanne Geppert	22/11/13		
18/11/13	6.3	Working Group	Advise Financial and Workforce Planning Working Group of Steering Committee decision to disband	Ingrid Adamson	22/11/13	Completed	
18/11/13	6.6	Other Business	Circulate WM HHS Transitional Service Plan Proposal to Steering Committee	Ingrid Adamson	18/11/13	Completed	
18/11/13	7.1	Major Correspondence	Circulate recent response letter to Steering Committee for information	Ingrid Adamson	18/11/13	Completed	

Minutes

State-wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy

Date: 02/12/2013**Time:** 09:00am**Venue:** Rm 30 CYMHS Cnr Rogers & Water Streets, Spring Hill

Chair:	Clinical Director CYMHS CHQ HHS (SS)
Secretariat:	SW AETR Project Manager (IA)
Attendees	SW AETR Project Officer (LJ) A/Executive Director Office of Strategy Management, CHQ (DM) Director Queensland Centre for Perinatal and Infant Mental Health (EH) Carer Representative [REDACTED] Operational Manager Alcohol, other Drugs & Campus, Mater (AT) Director of Psychology, CHQ HHS (JS) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH) A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG)
Teleconference Videoconference	[REDACTED]
Apologies	Divisional Director CYMHS CHQ HHS (JK) [REDACTED] A/Director Planning & Partnership Unit MHAODB (MK) Consumer Representative [REDACTED]
Observers/ Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	[REDACTED]	
2.4	Statement of achievements	Covered below	Chair	
	Business			
3.	Business Arising from Previous Meetings			
3.1	• Nil			
4.	Matters for Decision			
4.1	• It was agreed that the first steering committee meeting for 2014 will be 13 th January 2014. The second meeting will be on Tues 28 th in lieu of the public holiday on the 27 th . Steering committee meetings will be scheduled fortnightly from then.	Circulate 2014 meeting appointments	IA	6/12
5.	Matters for Discussion			
5.1	Draft Model of Care • The CHQ Board has endorsed the model of care as well as the immediate transition service planning work underway.			

Item No	Topic	Action	Comm'ee member	Due date
	<ul style="list-style-type: none"> • CHQ is now proposing to distribute the proposed model to networks, with funding sections removed. • AT raised concerns with the risk of releasing the full model in the event it is misinterpreted by staff. • EH suggested a fact sheet instead. • DM noted that the areas/locations for services are where we know the need is however they will only be implemented if funding is secured, so the model could be provided with these sections removed. DM noted Peter Steer is keen to get the detail out to people, with qualifiers, rather than providing less information. • EH suggested changing on-site education to in-reach otherwise it may confuse the Department of Education messages regarding their approach going forward. LG advised that Education is looking at a decentralised service model. • DM suggested meeting with Education regarding the model, to see reach agreement, before circulating more broadly. • DM agreed that the concerns regarding location are valid and perhaps we the detail could be reduced to areas rather than specific locations. • DM advised that Peter Steer and the CHQ Board Chair are meeting with the Minister today to present the proposed model. It is hoped that early indications of what is possible might come to light. • SS noted the interim subacute inpatient unit being discussed with the Mater. It is hoped that it will be in place until the Mater Unit closes in November 2014. • LG advised the 4-bed Resi accommodation will be for 16 to 21yo. • SS noted that the smaller unit is more manageable while this service is piloted. Next step is to determine how consumers are referred in. BAC consumers will have first preference, rolling out beds to other consumers as needed. • SS then discussed the proposed ACTS teams, to be supported by psychiatric positions. This service element still requires further work, with further decisions regarding the role of the psychiatrists. • JS raised some concerns about the size of the ACTS and the ability to recruit for them. EH noted that they are part of a continuum and it should be noted that there wouldn't be a sole reliance on these teams. Other services would support their work. • AT noted that the Mater has an extended hours team and they feel the next step would be to move them to an ACTS team, to address youth that don't attend their appointments. • SS advised that the model of care is broad and HHSs should be able to mould elements to suit their requirements. • RH noted that HHSs should aim to modify services into a spectrum that will appropriately service their consumers. 			

Item No	Topic	Action	Comm'ee member	Due date
	<ul style="list-style-type: none"> • EH discussed the National Perinatal Depression Initiative and suggested a similar approach, regarding the parameters of services, could be taken with the SW AETRS. • DM discussed the budget cycle process and stated that we won't know what new funding will be provided until the next funding cycle mid-2014. • AT asked about the Step Up / Step Down Units. SS advised that they would be the last service option to roll out, if we can get funding. 	Send through information on the NPDI parameters	EH	6/12
5.2	<p>Communications Approach</p> <ul style="list-style-type: none"> • IA asked the Committee for guidance in regard to communicating the model of care. • EH noted that the age limits and Education approach should be clarified before circulation. • AT feels that it should be indicated that the SU/SD won't be implemented until later. There is potential for the model to infer that there are more services available than there really is. This could create false hope amongst consumers and their families. • EH suggested we wait and circulate a document outlining the ideal position (A3 diagram) together with the reality in the near future. • [redacted] advised that, as a carer, [redacted] thinks the model looks fantastic but as a Steering Committee member understands the reality of implementation. [redacted] cautioned that carers/consumers hold onto anything as hope and there could be massive disappointment if all of the services don't come through. [redacted] agrees that some information needs to be released but finding the right balance will be difficult. • It was agreed that the model should include a qualifier that the model will be progressively funded and implemented. • RH asked [redacted] what would be the preferred process noting that it doesn't matter what information we release, there will be people who will be unhappy with the information shared. • [redacted] thinks transparency is very important but perhaps a refined version of what has been presented to the Steering Committee. • DM suggested including a row on patient safety to identify what will happen if all services are not implemented, to communicate how risk will be managed across the service spectrum. • SS noted that we could communicate what will be implemented from the \$5.6m operational funding. • RH also suggested face-to-face forum for families. • SS confirmed a presentation will be made on the 11th December to BAC families. • AT also noted that something needs to be communicated to the Service Options Working Group Representatives, so they know where developments go to. • IA asked about whether to engage other families outside of the BAC. EH suggested a Ministerial 			

Item No	Topic	Action	Comm'ee member	Due date
	<p>announcement regarding what is under development and what will be implemented in early 2014.</p> <ul style="list-style-type: none"> DM will ask Peter Steer to suggest a ministerial announcement at his meeting with the Minister today. <p>Resolution Agreement was reached to:</p> <ul style="list-style-type: none"> Hold off communicating the model of care to families and staff until further clarification reached. Circulate the service elements to the Service Options Working Group for review/comment. 	<p>Raise the idea of a ministerial announcement in late December</p> <p>Circulate model of care and service elements to WG1</p>	<p>DM</p> <p>IA</p>	<p>02/12</p> <p>06/12</p>
5.3	<p>WM HHS Transitional Service Plan Update</p> <ul style="list-style-type: none"> LG provided an update on the Transitional Service Plan. WM HHS has submitted the plan to the DG for approval. The plan proposes 3 phases: 1. activity-based holiday program run at the BAC; 2. beginning February, to roll out a day program and supported accommodation; and 3. transition consumers into long term services. The key focus is to ensure there are no gaps to service delivery, including for consumers on the waitlist. This will involve partnering with an NGO – After Care After Care have been chosen because they are a local NGO who have a significant foot hold in HHSs around the state; have experience in residential programs (e.g. TOHI); and are the lead agency in a number of consortia regarding headspace. It was felt that they could hit the ground running in a short time frame. The transition services were presented to WM HHS Board and subsequently endorsed. As the service is new to Queensland, governance is of key consideration. WM HHS would like to pull together a panel to consider clinical, strategic and operational issues. It is proposed that the core panel involve WM HHS, MHAODB, and CHQ, which will meet weekly. LG confirmed that the panel could report back to the Steering Committee, as it is an evolving panel and concept. SS supported the idea of the panel reporting back to the Steering Committee given the risks involved. The panel is meeting weekly on Wednesday afternoons. 			
6.	Standard Agenda Items			
6.1	<p>Service Options WG, including finance and workforce, Update</p> <ul style="list-style-type: none"> Refer above. 			
6.2	<p>Clinical Care Transition Panels Update</p> <ul style="list-style-type: none"> Status Report will be sent out of session 			

Item No	Topic	Action	Comm'ee member	Due date
6.3	Risk Management <ul style="list-style-type: none"> There are no new risks or risks for escalation. 			
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> Committee is asked to note the SW AETRS Project Status Report and progress against the Project Gantt. 			
6.5	Other Business <ul style="list-style-type: none"> Nil 			
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> Committee has received a copy of BAC Fast Fact Sheet #10. Regarding the CHQ web content proposed for SW AETRS, IA noted the inclusion of the 4 tiers of service. Committee supported the information being presented. 			
8.	For Information			
8.1	<ul style="list-style-type: none"> Nil 			
Next meeting: Monday 16th December 2013, 9am – 10.30am, CYMHS Spring Hill.				

Meeting Agenda

State-wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee

Date:	16 th December 2013
Time:	9am – 10.30am
Venue:	Seminar Room, CYMHS, Cnr Roger and Water Streets Spring Hill (parking via Roger St entrance)
Video/ Teleconference Details:	Details will be provided on request ** Please advise secretariat if you want to dial in**

Chair:	Stephen Stathis	Clinical Director CYMHS CHQ HHS
	Judi Krause	Divisional Director CYMHS CHQ HHS
Secretariat:	Ingrid Adamson	SW AETR Project Manager
Attendees:		
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
	Elisabeth Hoehn	Director Queensland Centre for Perinatal and Infant Mental Health
	Laura Johnson	Project Officer, SW AETR, WM HHS
	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
		Consumer Representative
Video Conf.		
Apologies:	Josie Sorban	Director of Psychology, CHQ HHS
	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
		Carer Representative
Observers / Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening		
Item no	Item	Action Officer
2.1	Welcome and Apologies	Chair
2.2	Statement of Conflict/Interest	Chair
2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair
2.4	Statement of achievements	Chair

3. Business Arising from previous minutes		
Item no	Item	Action Officer
3.1	• Nil	

4. Matters for Decision		
Item no	Item	Action Officer
4.1	•	

5. Matters for Discussion		
Item no	Item	Action Officer
5.1	•	

6. Standard Agenda Items		
Item no	Item	Action Officer
6.1	Service Options Working Group Update • Status Update	SS
6.2	Clinical Care Transition Panels Update • Status Update	LJ
6.3	Risk Management • Nil changes to the Risk Register	IA
6.4	Progress of key milestones and deliverables • Refer progress against Project Gantt	IA
6.5	Other business	

7. Matters for Noting		
Item no	Item	Action Officer
7.1	Major correspondence • CHQ Web page is now live: http://www.health.qld.gov.au/rch/families/cymhs-extendedtreat.asp	IA

8. For Information (papers only)		
Item no	Item	Action Officer
8.1		

Next MeetingDate: Monday 13th January 2014

Time: 9am – 10.30am

Venue: Seminar Room, CYMHS Cnr Roger & Water Streets Spring Hill

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

(Status Indicators: Red = Significant delay, Amber = Slight delay, Green = On Track and Blue = Completed)

Meeting Date	Action Item #	Previous Meeting Reference	Action Item	Action Officer	Due Date	Status Update	Status
09/10/13	3.1	Working Group Update	Establish web page for SW AETR Initiative - part of CHQ Communications Strategy	Ingrid Adamson	31/10/13	Completed	
04/11/13	5.1	Matters for Discussion	Add Lesley van Schoubroeck to BAC distribution list	Leanne Geppert	08/11/13	Completed	
18/11/13	6.3	Financial Data	Follow up BAC operational budget figures	Leanne Geppert	22/11/13		
02/12/13	4.1	Committee Meetings	Circulate the Steering Committee appointments for 2014	Ingrid Adamson	06/12/13	Completed	
02/12/13	5.1	Model of Care	Send through information on NPDI parameters to Stephen and Ingrid	Elisabeth Hoehn	06/12/13		
02/12/13	5.2	Communication of Model	Raise the idea of a ministerial announcement in late December	Deb Miller	02/12/13	Completed - scheduled for 10/01/14	
02/12/13	5.2	Communication of Model	Circulate model of care and service elements to the Service Options Working Group	Ingrid Adamson	06/12/13	Completed	

Minutes

State-wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee

Date:	16/12/2013	Time:	09:00am	Venue:	Rm 30 CYMHS Cnr Rogers & Water Streets, Spring Hill
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Chair:	Clinical Director CYMHS CHQ HHS (SS) Divisional Director CYMHS CHQ HHS (JK)
Secretariat:	SW AETR Project Manager (IA)
Attendees	SW AETR Project Officer (LJ) A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) A/Director Planning & Partnership Unit MHAODB (MK) Director Queensland Centre for Perinatal and Infant Mental Health (EH) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH) Operational Manager Alcohol, other Drugs & Campus, Mater (AT)
Teleconference	
Apologies	Director of Psychology, CHQ HHS (JS) A/Executive Director Office of Strategy Management, CHQ (DM) Carer Representative Consumer Representative
Observers/ Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	EH, RH	
2.4	Statement of achievements	Covered below	Chair	
	Business			
3.	Business Arising from Previous Meetings			
3.1	• Nil			
4.	Matters for Decision			
4.1	• Nil			
5.	Matters for Discussion			
5.1	• Nil			
6.	Standard Agenda Items			
6.1	Service Options Working Group Update			
	<ul style="list-style-type: none"> SS updated the Committee on the feedback received on the proposed model of care and service elements. Two responses so far. One response pertained to drug and alcohol, which will be revisited in each of the services, including 			

Item No	Topic	Action	Comm'ee member	Due date
	<p>involvement of services such as Dovetail, Hot House, etc.</p> <ul style="list-style-type: none"> • MK advised that MHAODB is going out to RFO in February and would like further information regarding these services for inclusion in that process • SS and JK noted that further information regarding funding opportunities to provide an integrated service with youth drug and alcohol would be welcomed. • Drug and alcohol services have a different framework to mental health and further integration is required. • SS noted that given the fractured nature of services, up-skilling in-reach services would be of benefit. • AC noted that Headspace would be willing to discuss further involvement also. 	Organise meeting to discuss funding opportunities	MK	13/01
6.2	<p>Clinical Care Transition Panels Update</p> <ul style="list-style-type: none"> • BAC School has now closed and it was noted as an unsettling experience for consumers. • Barrett Special Purpose School is being established at Yeronga. LG advised that schools have to be gazetted before they can officially close, which takes between 6 to 8 months (in this instance, from the date of the Minister's announcement until about Feb/March). They are looking at recruiting a special nursing position to support staff at the school. They will not be taking any high risk consumers. It will mostly cater for the day patients/students. • Anne Brennan and EH spoke with the principal of the RCH school, who is offline to work on this, and went through the case load. It was identified that only a small group of consumers that would be suitable for the school. • The special purpose school will not be providing vocational education. • WM HHS is still working toward an end of January closure date. • LG noted that WM HHS and CHQ will have to work very closely to ensure no gap in service, which will be most likely on a daily basis given the speed of change around services and consumers. • LG also noted there could be some media regarding the transition process for consumers. • WM HHS have more resources coming in from After Care, who have good energy and new ideas, which is positive. Consumers and staff have engaged well with the After Care staff. • The holiday program is being provided to BAC consumers only, approximately 9, at this stage. 			
6.3	<p>Risk Management</p> <ul style="list-style-type: none"> • There are no new risks or risks for escalation. 			
6.4	<p>Progress of key milestones and deliverables</p> <ul style="list-style-type: none"> • Committee is asked to note progress against the Project Gantt. 			

Item No	Topic	Action	Comm'ee member	Due date
6.5	Other Business <ul style="list-style-type: none"> • Nil 			
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> • CHQ web page has gone live. Refer to: http://www.health.qld.gov.au/rch/families/cymhs-extendedtreat.asp • Presentation to BAC families was delivered on 11th. LG spoke about the transition services, SS spoke about the future model of service, and Sandra Radovini spoke to a number of services presented and how they worked in Victoria. • Overall, the presentations were well received by the BAC parents/family that attended. • Sandra discussed the risk of the IMYOS service being watered down where the role and purpose is not clearly identified. It is recommended to have dedicated people in these roles, with a maximum caseload of 8-10 consumers. • Discussion was then had on the importance of this service and the role in collaborating with other service providers, e.g. schools, police, and other care providers in the community, etc. 			
8.	For Information			
8.1	<ul style="list-style-type: none"> • Nil 			
Next meeting: Monday 13th January 2014, 9am – 10.30am, CYMHS Spring Hill.				

** A special thanks to Judi Krause for supplying Christmas cupcakes – they were enjoyed by all! **

Meeting Agenda

State-wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee

Date:	13 th January 2014
Time:	9am – 10.30am
Venue:	Seminar Room, CYMHS, Cnr Roger and Water Streets Spring Hill (parking via Roger St entrance)
Video/ Teleconference Details:	Details will be provided on request ** Please advise secretariat if you want to dial in**

A/Chair:	Elisabeth Hoehn	Program Director, Early Intervention Specialist Programs, CYMHS
Secretariat:	Ingrid Adamson	SW AETR Project Manager
Attendees:		
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
	Laura Johnson	Project Officer, SW AETR, WM HHS
	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
	Kristen Breed	For Marie Kelly, A/Director Planning and Partnership Unit, MHAODB
		Consumer Representative
		Carer Representative
Apologies:	Stephen Stathis	Clinical Director CYMHS CHQ HHS
	Judi Krause	Divisional Director CYMHS CHQ HHS
	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
	Josie Sorban	Director of Psychology, CHQ HHS
Observers / Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening		
Item no	Item	Action Officer
2.1	Welcome and Apologies	Chair
2.2	Statement of Conflict/Interest	Chair
2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair
2.4	Statement of achievements	Chair
3. Business Arising from previous minutes		
Item no	Item	Action Officer
3.1	• Nil	
4. Matters for Decision		
Item no	Item	Action Officer
4.1	• YPETRI Terms of Reference for endorsement	LG
5. Matters for Discussion		
Item no	Item	Action Officer
5.1	•	
6. Standard Agenda Items		
Item no	Item	Action Officer
6.1	Service Options Working Group Update • Status Update	SS
6.2	Clinical Care Transition Panels Update • Status Update	LJ
6.3	Risk Management • Nil changes to the Risk Register	IA
6.4	Progress of key milestones and deliverables • Refer progress against Project Gantt and Monthly Status Report	IA
6.5	Other business	
7. Matters for Noting		
Item no	Item	Action Officer
7.1	Major correspondence • Nil	
8. For Information (papers only)		
Item no	Item	Action Officer
8.1		

Next MeetingDate: Tuesday 28th January 2014

Time: 9am – 10.30am

Venue: Seminar Room, CYMHS Cnr Roger & Water Streets Spring Hill

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

(Status Indicators: Red = Significant delay, Amber = Slight delay, Green = On Track and Blue = Completed)

Meeting Date	Action Item #	Previous Meeting Reference	Action Item	Action Officer	Due Date	Status Update	Status
18/11/13	6.3	Financial Data	Follow up BAC operational budget figures	Leanne Geppert	22/11/13		
16/12/13	6.1	Service Options Update	Organise meeting to discuss drug and alcohol funding opportunities that could be integrated with the proposed adolescent mental health model of care	Marie Kelly	13/01/14		

Minutes

State-wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee

Date:	13/01/2014	Time:	09:00am	Venue:	Rm 30 CYMHS Cnr Rogers & Water Streets, Spring Hill
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Chair:	Program Director, Early Intervention Specialist Programs, CYMHS (EH)
Secretariat:	SW AETR Project Manager (IA)
Attendees Teleconference	SW AETR Project Officer (LJ) A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) A/Director Planning & Partnership Unit MHAODB (KB) A/Executive Director Office of Strategy Management, CHQ (DM) Carer Representative [REDACTED] Consumer Representative [REDACTED] Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH)
Apologies	Clinical Director CYMHS CHQ HHS (SS) Divisional Director CYMHS CHQ HHS (JK) Director of Psychology, CHQ HHS (JS) A/Director Planning & Partnership Unit MHAODB (MK) [REDACTED] Operational Manager Alcohol, other Drugs & Campus, Mater (AT) [REDACTED]
Observers/ Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	LJ, DM	
2.4	Statement of achievements <ul style="list-style-type: none"> EH acknowledged the work undertaken by SS, IA, LJ and LG. 	Covered below	Chair	
	Business			
3.	Business Arising from Previous Meetings			
3.1	<ul style="list-style-type: none"> Discussed the need for a meeting with MHAODB and CHQ regarding NGO arrangements for alcohol and other drugs – Kristen will follow up with an email. EH suggested inviting AT, from the Mater, to attend the meeting in light of her experience in this space. MHAODB is still finalising details around NGO engagement – Kristen will provide more details about the process once clarified with the DG. 	Organise meeting between MHAODB and CHQ	KB	31/01
4.	Matters for Decision			
4.1	<ul style="list-style-type: none"> YPERTI Terms of Reference were presented to the Steering Committee for endorsement. 			

Item No	Topic	Action	Comm'ee member	Due date
	<ul style="list-style-type: none"> RH queried the practicality of a monthly rotation of the chairperson – LJ confirmed that the group had decided on this to share responsibility for the role across all partners to the initiative – Aftercare, MHAODB, CHQ, and WM HHS. LG feels the membership needs to be revisited – inclusion of Divisional Director, CYMHS, and removal of CNC BAC. LG also advised that LJ is going on maternity leave at the end of January. WM HHS will look for a replacement due to the number of activities carrying over after BAC closure. Committee agreed to the transfer of secretariat to CHQ over the course of the coming weeks. Committee endorsed Terms of Reference subject to the above changes. 	Update Terms of Reference	LJ	17/01
5.	Matters for Discussion			
5.1	<ul style="list-style-type: none"> Nil 			
6.	Standard Agenda Items			
6.1	Service Options Working Group Update <ul style="list-style-type: none"> IA advised that the Business Case is currently under development and nearing finalisation. There will be a meeting of the CE Oversight Committee on 22nd January to look at the proposed budget and discuss funding options. 			
6.2	Clinical Care Transition Panels Update <ul style="list-style-type: none"> Committee is asked to note the December status Report WM HHS is currently balancing the provision of ongoing care with reducing numbers of consumers to ensure clinically appropriate care. WM HHS is remaining engaged with consumers as they transition to alternative arrangements. The engagement with Metro South has worked very well to date. [REDACTED] Committee discussed the need for clinical representation at this meeting and agreed EH is the most appropriate person in SS absence. DM offered to contact the DG's office to confirm meeting has been scheduled. 	Follow up DG office regarding meeting	DM	17/01
6.3	Risk Management <ul style="list-style-type: none"> There are no new risks or risks for escalation. 			
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> Committee is asked to note the December Status Report and progress against the Project Gantt. There has been a small slippage in business case development otherwise the project is on track. 			

Item No	Topic	Action	Comm'ee member	Due date
	<ul style="list-style-type: none"> EH raised the issue of finances. LG will follow up on BAC operational funds and suggested that CHQ also complete an Amendment Window form to move funds. LG confirmed that WM HHS has agreed to fund the holiday program separate from the Redlands funding. 	Confirm BAC operational funds	LG	17/01
6.5	Other Business <ul style="list-style-type: none"> Work is progressing on the YPERTI model of service and the referral process into the residential rehab accommodation. This needs to be finalised in the coming weeks in preparation for the unit opening on the 3rd February. While the Resi Rehab targets 16 to 21yo, a conservative approach is being adopted and it has been decided to not fill all beds in the Resi in the first instance, and to keep the age limit to 18yo. EH suggested revisiting the BAC wait list to see if there are any other consumers requiring referral. 	Revisit BAC waitlist for potential resi consumers	LG	31/01
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> No major correspondence received since last meeting. No further discussion regarding a ministerial media release. 			
8.	For Information			
8.1	<ul style="list-style-type: none"> Nil 			
Next meeting: Tuesday 28th January 2014, 9am – 10.30am, CYMHS Spring Hill.				

Meeting Agenda

State-wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee

Date:	28 th January 2014
Time:	9am – 10.30am
Venue:	Seminar Room, CYMHS, Cnr Roger and Water Streets Spring Hill (parking via Roger St entrance)
Video/ Teleconference Details:	Details will be provided on request ** Please advise secretariat if you want to dial in**

A/Chair:	Stephen Stathis	Clinical Director CYMHS CHQ HHS
	Judi Krause	Divisional Director CYMHS CHQ HHS
Secretariat:	Ingrid Adamson	SW AETR Project Manager, CHQ HHS
Attendees:	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
T/C	Elisabeth Hoehn	Program Director, Early Intervention Specialist Programs, CYMHS
	Josie Sorban	Director of Psychology, CHQ HHS
	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
		Consumer Representative
		Carer Representative
Apologies:		
	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
Observers / Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening		
Item no	Item	Action Officer
2.1	Welcome and Apologies	Chair
2.2	Statement of Conflict/Interest	Chair
2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair
2.4	Statement of achievements	Chair
3. Business Arising from previous minutes		
Item no	Item	Action Officer
3.1	•	
4. Matters for Decision		
Item no	Item	Action Officer
4.1	•	
5. Matters for Discussion		
Item no	Item	Action Officer
5.1	• SW AETR Model of Care Budget Paper	IA
5.2	• Progression of Service Implementation – Phase 1	JK
6. Standard Agenda Items		
Item no	Item	Action Officer
6.1	Service Options Working Group Update • Status Update	SS
6.2	Clinical Care Transition Panels Update • Status Update	LG
6.3	Risk Management • Nil changes to the Risk Register	IA
6.4	Progress of key milestones and deliverables •	IA
6.5	Other business • Initiative name change	IA
7. Matters for Noting		
Item no	Item	Action Officer
7.1	Major correspondence • Nil	
8. For Information (papers only)		
Item no	Item	Action Officer
8.1		

Next MeetingDate: Monday 10th February 2014

Time: 9am – 10.30am

Venue: Seminar Room, CYMHS Cnr Roger & Water Streets Spring Hill

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

(Status Indicators: Red = Significant delay, Amber = Slight delay, Green = On Track and Blue = Completed)

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16/12/13	6.1	Service Options Update	Organise meeting to discuss drug and alcohol funding opportunities that could be integrated with the proposed adolescent mental health model of care	Marie Kelly	13/01/14	Raised again at meeting on 13/01/14 - item 3.1	
13/01/14	4.1	YPETRI ToR	Update Terms of Reference to reflect changes in membership and secretariat function.	Laura Johnson	17/01/14		
13/01/14	6.2	Clinical Care Transition Panel	Follow up DG's office regarding meeting with DG-Health and DG-Communities and Disabilities	Deb Miller	17/01/14	Completed	
13/01/14	6.5	Waitlist	Revisit consumers on wait list for suitability in admission into residential rehab accommodation	Leanne Geppert	31/01/14		

Minutes

State-wide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee

Date:	28/01/2014	Time:	09:00am	Venue:	Rm 30 CYMHS Cnr Rogers & Water Streets, Spring Hill
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Chair:	Clinical Director CYMHS CHQ HHS (SS) Divisional Director CYMHS CHQ HHS (JK)
Secretariat:	SW AETR Project Manager (IA)
Attendees: Teleconference	Director of Psychology, CHQ HHS (JS) Program Director, Early Intervention Specialist Programs, CYMHS (EH) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH) Operational Manager Alcohol, other Drugs & Campus, Mater (AT) Carer Representative [REDACTED] Consumer Representative [REDACTED]
Apologies:	A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) A/Executive Director Office of Strategy Management, CHQ (DM) A/Director Planning & Partnership Unit MHAODB (MK) [REDACTED] [REDACTED]
Observers/ Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	[REDACTED]	
2.4	Statement of achievements	Covered below	Chair	
	Business			
3.	Business Arising from Previous Meetings			
3.1	•			
4.	Matters for Decision			
4.1	•			
5.	Matters for Discussion			
5.1	SW AETR Model of Care Budget Paper <ul style="list-style-type: none"> IA provided an overview of the budget paper and how the figures were arrived at, emphasising that the first phase of services (2014 A) is all that will be implemented with existing operational funds. New recurrent funding will be sought to implement additional services. Committee was informed of the Step Up/Step Down Unit being built in Cairns. 			
5.2	Progression of Service Implementation – Phase 1 <ul style="list-style-type: none"> JK advised that the CE has given approval to progress with the first phase of services. It is proposed that CHQ retrain funding until positions are appointed for each of the services. 			

Item No	Topic	Action	Comm'ee member	Due date
	<ul style="list-style-type: none"> JK is trying to secure a part-time resource to assist with documenting the models of services in detail and to draft up position descriptions for the AMYOS teams. JK proposed that a small working group be formed to progress this body of work quickly. This recommendation was supported by the Committee. JK would also like to conduct site visits of existing Day Programs, and asked AT if it would be possible to visit the Mater to which she agreed. JK recommended that AT and JS be a part of the working group, which was also agreed. 	Establish Service Implementation Working Group	IA	07/02
6.	Standard Agenda Items			
6.1	Service Options Working Group Update <ul style="list-style-type: none"> Now that the initiative has progressed, it was agreed to adjust this standing agenda item to "Service Implementation Update" 	Adjust agenda	IA	07/02
6.2	Clinical Care Transition Panels Update <ul style="list-style-type: none"> [REDACTED] All day program patients also transitioned out of the BAC on Friday. EH advised that the BAC will close on 31st January. The assessment list and waiting list now needs to be handed over to CHQ. JK agreed further discussion was needed about this. 	CHQ review of assessment and wait lists	SS/JK	07/02
6.3	Risk Management <ul style="list-style-type: none"> There are no new risks or risks for escalation. 			
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> 			
6.5	Other Business <ul style="list-style-type: none"> JK advised that CHQ Board Chair wants the initiative name changed to <i>Adolescent Mental Health Extended Treatment Initiative</i>. Documentation will be changed to reflect this. Now that Phase 1 of service implementation is moving forward, it is important to re-engage with Education to advise of the model of care. Following the closure of BAC and the end of her mediation role, EH has motioned to step down from the Committee. This motion was supported. The Chair thanked Elisabeth on behalf of the group for her contribution to the project and her commitment to the process. JK suggested revisiting the timing of the Steering Committee, changing it to monthly in future. The Committee will make a decision on this at the next meeting on 10th February. 	Organise meeting with Peter Blatch, Education	IA	07/02
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> No major correspondence received since last 			

Item No	Topic	Action	Comm'ee member	Due date
	meeting. <ul style="list-style-type: none"> An update will be given to the Minister regarding the Barrett closure and new service implementation. CHQ Board Chair will also advise of a media announcement. 			
8.	For Information			
8.1	<ul style="list-style-type: none"> Nil 			
Next meeting: Monday 10th February 2014, 9am – 10.30am, CYMHS Spring Hill.				

Meeting Agenda

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	10 th February 2014
Time:	9am – 10.30am
Venue:	Seminar Room, CYMHS, Cnr Roger and Water Streets Spring Hill (parking via Roger St entrance)
Video/ Teleconference Details:	Details will be provided on request ** Please advise secretariat if you want to dial in**

A/Chair:	Stephen Stathis	Clinical Director CYMHS CHQ HHS
	Judi Krause	Divisional Director CYMHS CHQ HHS
Secretariat:	Ingrid Adamson	SW AETR Project Manager, CHQ HHS
Attendees:	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
	Josie Sorban	Director of Psychology, CHQ HHS
Teleconf		
Teleconf	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
Teleconf		
		Carer Representative
Apologies:	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
		Consumer Representative
Observers / Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening

Item no	Item	Action Officer
2.1	Welcome and Apologies	Chair
2.2	Statement of Conflict/Interest	Chair
2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair
2.4	Statement of achievements	Chair

3. Business Arising from previous minutes		
Item no	Item	Action Officer
3.1	• Establishment of Service Implementation Working Group	JK
3.2	• Review of Assessment and Wait Lists	SS
4. Matters for Decision		
Item no	Item	Action Officer
4.1	•	
5. Matters for Discussion		
Item no	Item	Action Officer
5.1	• SW AETR Model of Care Business Case - update	IA
6. Standard Agenda Items		
Item no	Item	Action Officer
6.1	Service Implementation Update • Status Update – refer Monthly Status Report	IA
6.2	Clinical Care Update • Status Update – refer Monthly Status Report	LG
6.3	Risk Management • Nil changes to the Risk Register	IA
6.4	Progress of key milestones and deliverables • Refer Project Gantt	IA
6.5	Other business • Timing of future Committee Meetings – move to monthly	JK
7. Matters for Noting		
Item no	Item	Action Officer
7.1	Major correspondence • Nil	
8. For Information (papers only)		
Item no	Item	Action Officer
8.1		
Next Meeting		
Date:	Monday 10 th March 2014	
Time:	9am – 10.30am	
Venue:	Seminar Room, CYMHS Cnr Roger & Water Streets Spring Hill	

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

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16/12/13	6.1	Service Options Update	Organise meeting to discuss drug and alcohol funding opportunities that could be integrated with the proposed adolescent mental health model of care	Marie Kelly	13/01/14	Raised again at meeting on 13/01/14 - item 3.1	
13/01/14	6.5	Waitlist	Revisit consumers on wait list for suitability for admission into residential rehab accommodation	Leanne Geppert	31/01/14		
28/01/14	5.2	Service Implementation Working Group	Establish Service Implementation Working Group	Ingrid Adamson	07/02/14		
28/01/14	6.1	Service Options Working Group Update	Adjust agenda item	Ingrid Adamson	08/02/14	Completed	
28/01/14	6.2	Clinical Care Transition Panel Update	CHQ to review assessment and wait lists	Stephen Stathis	08/02/14		
28/01/14	6.5	Other Business	Organise meeting with Peter Blatch, Education re Phase 1 of service implementation	Ingrid Adamson	07/02/14		

Minutes

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	10/02/2014	Time:	09:00am	Venue:	Rm 30 CYMHS Cnr Rogers & Water Streets, Spring Hill
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Chair:	Clinical Director CYMHS CHQ HHS (SS) Divisional Director CYMHS CHQ HHS (JK)
Secretariat:	SW AETR Project Manager (IA)
Attendees:	Director of Psychology, CHQ HHS (JS) A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) A/Executive Director Office of Strategy Management, CHQ (DM) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH)
Teleconf.	
Teleconf.	
Teleconf.	
	Carer Representative
Apologies:	A/Director Planning & Partnership Unit MHAODB (MK) Operational Manager Alcohol, other Drugs & Campus, Mater (AT) Consumer Representative
Observers/ Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed		
2.4	Statement of achievements	Covered below	Chair	
	Business			
3.	Business Arising from Previous Meetings			
3.1	<ul style="list-style-type: none"> The Service Implementation Working Group is still to be formally established – people interested in being involved included AT, JS, SS, JK, and IA SS, JK and IA visited a potential site for the new north Brisbane Day Program Unit. Work has also commenced on role descriptions for the AMYOS positions. Committee agreed that an action list needed to be developed for this Working Group as opposed to ToR. WM HHS is looking at a review of the initiative to date, including ECRG work, the BAC closure, and transition services. LG advised that the Mental Health Commission have indicated that they would be interested in conducting an independent assessment. JK raised that there is another piece of research around documenting the impact of new services. Some work is needed now to document current state in terms of service data. SS supported this by adding that it is important to determine what new 	Formally establish working group	JK	10/03
		Develop action list	IA	21/02

Item No	Topic	Action	Comm'ee member	Due date
	<p>services are needed, especially in regard to a subacute bed-based inpatient unit. There is value in asking the Mental Health Commission to look at this independently, given some services are political.</p> <ul style="list-style-type: none"> SS proposed that another area to evaluate included the clinical outcomes of the BAC inpatients. LG expressed reservation regarding this. LG advised that there is a scoping meeting with the MH Commission scheduled for 14/02/14 from 2-3pm at the Park. These suggestions could be raised then. LG to confirm whether CHQ could attend the meeting. 	Advise on CHQ attendance at MH meeting	LG	13/02
3.2	<ul style="list-style-type: none"> SS and LG conducted a review of the Assessment and Wait Lists, together with Anne Brennan, Acting Clinical Director, BAC. There are a number of people that no longer require follow up. There are others that Anne will be following up. The Wait List is now being actively managed. 			
4.	Matters for Decision			
4.1	<ul style="list-style-type: none"> Nil 			
5.	Matters for Discussion			
5.1	<p>SW AETR Model of Care Business Case</p> <ul style="list-style-type: none"> The draft Business Case is being finalised for presentation at the Relationship Management Group meeting on 14/02/14 with Department of Health. A key challenge has been providing data to support the increase in funding required for new services, such as quantitative data in: <ul style="list-style-type: none"> Retention in education and vocation Staying with the family Reduced 28 day re-admission 1-7 day follow up Reduced burden on Adult Mental Health sector Reduced burden on society 			
6.	Standard Agenda Items			
6.1	<p>Service Implementation Update</p> <ul style="list-style-type: none"> Activities are on track, despite small slippage in Business Case development. SS, JK and IA had a site visit of the Mater Day Program followed by a visit to the Salvation Army site at Stafford, as a potential site for the Day Program Unit on the north side of Brisbane. The Salvation Army facility has an industrial kitchen and cafe, sporting facilities, and appropriately sized rooms for therapeutic programs and education. It is co-located with the Everton Park State High Alternative Curriculum Environment (ACE) program. Salvation Army also house their Youth Outreach Services in the same building. Awaiting information from the Salvation Army regarding lease costs and room availability. 			
6.2	<p>Clinical Care Update</p> <ul style="list-style-type: none"> LG advised that a couple of consumer transitions need to be finalised – securing service team and funding. Otherwise all is on track. 			

Item No	Topic	Action	Comm'ee member	Due date
	<ul style="list-style-type: none"> Committee agreed to change this standing agenda item to <i>Consumer Update</i>. 	Change standing agenda item.	IA	14/02
6.3	Risk Management <ul style="list-style-type: none"> There are no new risks or risks for escalation. 			
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> As noted above, Service Implementation Working Group Action Items are to be added to Project Gantt. 			
6.5	Other Business <ul style="list-style-type: none"> JK suggested revisiting the timing of the Steering Committee, changing it to monthly in future. The Committee supported this decision. 	Send out updated monthly Committee invites	IA	14/02
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> Nil. 			
8.	For Information			
8.1	<ul style="list-style-type: none"> Nil 			
Next meeting: Monday 10th March 2014, 9am – 10.30am, CYMHS Spring Hill.				

Meeting Agenda

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	10 th March 2014
Time:	9am – 10.30am
Venue:	Seminar Room, CYMHS, Cnr Roger and Water Streets Spring Hill (parking via Roger St entrance)
Video/ Teleconference Details:	Details will be provided on request ** Please advise secretariat if you want to dial in**

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Teleconf.		
Teleconf.	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
		Consumer Representative
		Carer Representative
Apologies:		
Observers / Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening

Item no	Item	Action Officer
2.1	Welcome and Apologies	Chair

Children's Health Queensland Hospital and Health Service

2.2	Statement of Conflict/Interest	Chair
2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair
2.4	Statement of achievements	Chair

3. Business Arising from previous minutes

Item no	Item	Action Officer
3.1	<ul style="list-style-type: none"> Establishment of Service Implementation Working Group 	JK
3.2	<ul style="list-style-type: none"> AMHETI Business Case Update 	IA

4. Matters for Decision

Item no	Item	Action Officer
4.1	<ul style="list-style-type: none"> 	

5. Matters for Discussion

Item no	Item	Action Officer
5.1	<ul style="list-style-type: none"> Statewide communication regarding available services and referral pathways 	SS

6. Standard Agenda Items

Item no	Item	Action Officer
6.1	Service Implementation Update <ul style="list-style-type: none"> Status Update Update on meetings with Department of Education 	IA
6.2	Consumer Update <ul style="list-style-type: none"> Status Update 	SS
6.3	Risk Management <ul style="list-style-type: none"> Number of risks removed following BAC closure Risk of sufficient funding escalated to very high 	IA
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> Refer Project Gantt 	IA
6.5	Other business <ul style="list-style-type: none"> 	

7. Matters for Noting

Item no	Item	Action Officer
7.1	Major correspondence <ul style="list-style-type: none"> 	

8. For Information (papers only)

Item no	Item	Action Officer
8.1		

Next Meeting

Date: Monday 7th April 2014

Time: 9am – 10.30am

Venue: Seminar Room, CYMHS Cnr Roger & Water Streets Spring Hill

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
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16/12/13	6.1	Service Options Update	Organise meeting to discuss drug and alcohol funding opportunities that could be integrated with the proposed adolescent mental health model of care	Marie Kelly	13/01/14	Completed	
28/01/14	5.2	Service Implementation Working Group	Formally establish Service Implementation Working Group	Judi Krause	07/02/14	Raised again at meeting on 10/02/14 - Item 3.1	
10/02/14	3.1	Service Implementation Working Group	Develop action list - add to Project Gantt	Ingrid Adamson	21/02/14	Completed	
10/02/14	3.1	Service Implementation Working Group	Advise CHQ participation in scoping meeting with Mental Health Commission on 14/02/14	Leanne Geppert	13/02/14	Completed	

Minutes

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	10/03/2014	Time:	09:00am	Venue:	Rm 30 CYMHS Cnr Rogers & Water Streets, Spring Hill
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Chair:	Medical Director CYMHS CHQ HHS (SS) Divisional Director CYMHS CHQ HHS (JK)
Secretariat:	AMHETI Project Manager (IA)
Attendees:	Director of Psychology, CHQ HHS (JS) A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) A/Executive Director Office of Strategy Management, CHQ (DM) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH)
Teleconf. Teleconf.	[REDACTED]
Teleconf.	A/Director Planning & Partnership Unit MHAODB (MK) Operational Manager Alcohol, other Drugs & Campus, Mater (AT) Consumer Representative [REDACTED] Carer Representative [REDACTED]
Apologies:	
Observers/ Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	[REDACTED] SS	
2.4	Statement of achievements <ul style="list-style-type: none"> Thanks to AT, SS, and IA for conducting site visit at short notice. 	Covered below	Chair	
	Business			
3.	Business Arising from Previous Meetings			
3.1	<ul style="list-style-type: none"> The Service Implementation Working Group is still to be formally established although informal communications with members are underway. Another site visit to Stafford was conducted last week – like all sites that are not purpose-built, there are aspects which work well and others which are not ideal but this site is workable. IA showed the committee photos of the Stafford Site. Have now commenced negotiations with Salvation Army to modify areas of the site and stipulate exclusive-use areas. There were concerns raised by a Salvation Army officer regarding the need to 	Formally establish working group	JK	07/04
		Email photos of site to teleconferencing members	IA	07/04

Item No	Topic	Action	Comm'ee member	Due date
	<p>occasionally use a room within the exclusive-use area. Usage expectations are trying to be clarified to see if the Day Program could work around this.</p> <ul style="list-style-type: none"> • One approach proposed is to test the arrangement through the signing of a 6 month lease as opposed to 12 months or longer. This could also serve to reassure the Salvation Army that sharing of space is manageable. • Unsure about education classes. Will need to have a conversation with Education Qld regarding provision of education services into the facility or offsite. • LG suggested a carer and/or consumer conduct a site visit with CHQ to put a human element to the service. JS supported this idea. AT suggested that current day program participants at the Mater could be possible – seeking their input on how they would use the space would be useful. AT also suggested Kerry also join us as a carer in the day program. • IA showed committee photos of the Stafford Site. • IA noted that the action list for Service Implementation has been included in the Project Gantt – input welcome on comprehensiveness of list. • LG provided an update on the outcome of their meeting with the Mental Health Commission (MHC). Original aim was to seek their support in conducting an evaluation of the project. The MCH would like to reconsider their direct involvement in the evaluation process, so now looking at alternatives for project evaluation. • JK said that it would be a missed opportunity to not review the project. • SS noted that MHAODB might be able to fund a research/evaluation officer. It was noted that funds for this could move money across in the 4th amendment window. It would require a business case. • DM suggested an email to Helen Cerron (cc MK) to advise of the necessary funding transfer. • It was agreed LG and IA would work on a business case for a resource to undertake research and evaluation (e.g. AO7). • The A/Clinical Director of BAC has followed up with each past BAC consumer that has transitioned to other services (including outpatients and day patients). It was noted that each consumer has moved successfully to other services with about a third citing that they no longer require mental health support. • [redacted] asked if this information would be made public. LG said it would be something that WM HHS would need to do if they agreed. She will investigate this further. 	<p>Discuss education provision at day program.</p> <p>Mater to see if some day program consumers and a carer consultant might be available to attend a site visit</p> <p>Contact Helen Cerron re funding required for research officer.</p> <p>Explore message regarding ex-BAC young people.</p>	<p>IA/SS</p> <p>AT</p> <p>IA</p> <p>LG</p>	<p>07/04</p> <p>14/03</p> <p>21/03</p> <p>21/03</p>

Item No	Topic	Action	Comm'ee member	Due date
3.2	<ul style="list-style-type: none"> AMHETI Business Case has been presented to the Department of Health Policy and Planning Unit. They have advised that there are no new funds for 2014/15. They have some questions regarding the business case, which they will email through to CHQ. Following answering of these questions, CHQ will provide a revised business case with new funding from 2015/16. In the meantime, it was recommended that the outcomes of established services be measured over the coming financial year to support the business case recommendations. CHQ are now looking at other funding sources to establish more services, such as Medicare Locals and private corporations that operate in regional and rural areas of Qld. 			
4.	Matters for Decision			
4.1	<ul style="list-style-type: none"> Nil 			
5.	Matters for Discussion			
5.1	<p>Statewide Communication of Services</p> <ul style="list-style-type: none"> We are now at a point where new services and their referral pathways need to be communicated to other HHSs. Message needs to clarify how HHSs access services – what the clinical pathway is now that the Barrett is closed. MK suggested tabling the process at the CD/ED meeting organised by MHAODB – JK said it would be a good forum to communicate to. It was also suggested that services are communicated to community CYMHS, for on-forwarding of information to families, community, and private providers. It has been identified that there is a need for different messages for different recipients, e.g. families and consumers versus community CYMHS [REDACTED] 	Advise CHQ Media and Comms re [REDACTED] youth hub	IA	14/03
6.	Standard Agenda Items			
6.1	<p>Service Implementation Update</p> <ul style="list-style-type: none"> Conducted another site visit of the Salvation Army site at Stafford. Refer points above. Have met with Education Qld twice now – explaining the model of care and education aspects of each service elements. Meeting again on Thursday morning to further discuss the model and Education's involvement. LG answered Peter Blatch's enquiry regarding an ECRG report – LG advised that there was no report per se but rather a list of recommendations. Peter 			

Item No	Topic	Action	Comm'ee member	Due date
	already has a copy of these.			
6.2	Consumer Update <ul style="list-style-type: none"> • Nil issues to raise with the Committee. • Waitlist has been reviewed and all consumers are being managed. There has been a plan put in place for each consumer. • Some consumers were not on CIMHA or their case had been closed. Data on these consumers has been kept separately and now needs to be stored in the one document/location. LG will determine the best storage option. • JS raised that there is a risk that people won't know to refer to the document. Committee discussed the feasibility of attaching a note onto the CIMHA file for each consumer. SS raised a concern that this might not be possible if the consumer file was closed. Committee agreed it was important to see if notes can be attached to the consumer file. 	Advise how documentation is stored and if a file note can be added to CIMHA	LG	21/03
6.3	Risk Management <ul style="list-style-type: none"> • Following the closure of the BAC, a number of risks have also been closed. • The risk of insufficient funding has been escalated to Very High following advice of no new funding. Mitigation strategies are now being implemented, which include exploring alternative funding sources. 			
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> • IA provided the committee with a high level overview of the next phase of project activities. • Input and feedback on the project activities are welcomed. • The Mater subacute inpatient beds were briefly discussed and it was confirmed that the Mater is setting up two "swing" beds. • SS noted there are four actions needed to formalise the beds, which will be progressed by the Service Implementation Working Group: <ul style="list-style-type: none"> ○ Terms of reference ○ Referral pathway ○ Communication to other HHSs ○ Service Agreement with the Mater 			
6.5	Other Business <ul style="list-style-type: none"> • 			
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> • IA advised that CHQ has received an email from one interested parent wanting to support the initiative and hoping to receive information on where services are at. A response has been sent to this parent. 			
8.	For Information			
8.1	<ul style="list-style-type: none"> • Nil 			
Next meeting: Monday 7th April 2014, 9am – 10.30am, CYMHS Spring Hill.				

Meeting Agenda

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	7 th April 2014
Time:	9am – 10.30am
Venue:	Seminar Room, CYMHS, Cnr Roger and Water Streets Spring Hill (parking via Roger St entrance)
Video/ Teleconference Details:	Details will be provided on request ** Please advise secretariat if you want to dial in**

A/Chair:	Stephen Stathis	Clinical Director CYMHS CHQ HHS
	Judi Krause	Divisional Director CYMHS CHQ HHS
Secretariat:	Ingrid Adamson	SW AETR Project Manager, CHQ HHS
Attendees:	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
Teleconf.		
Teleconf.		
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
		Consumer Representative
Apologies:	Josie Sorban	Director of Psychology, CHQ HHS
	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
		Carer Representative
Observers / Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening

Item no	Item	Action Officer
2.1	Welcome and Apologies	Chair
2.2	Statement of Conflict/Interest	Chair
2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair

3. Business Arising from previous minutes		
Item no	Item	Action Officer
3.1	• Establishment of Service Implementation Working Group	JK
3.2	• Stafford Site Update	JK
3.3	• Research and Evaluation Officer	IA
4. Matters for Decision		
Item no	Item	Action Officer
4.1	•	
5. Matters for Discussion		
Item no	Item	Action Officer
5.1	•	
6. Standard Agenda Items		
Item no	Item	Action Officer
6.1	Service Implementation Update <ul style="list-style-type: none"> • Resi Rehab operations • Day Program establishment • AMYOS recruitment • Funding options 	IA
6.2	Consumer Update <ul style="list-style-type: none"> • Status Update 	SS
6.3	Risk Management <ul style="list-style-type: none"> • Risk of meeting timeframes – refer updated Risk Register 	IA
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> • Refer Monthly Project Status Report 	IA
6.5	Other business <ul style="list-style-type: none"> • 	
7. Matters for Noting		
Item no	Item	Action Officer
7.1	Major correspondence <ul style="list-style-type: none"> • Ministerial Correspondence 	IA
8. For Information (papers only)		
Item no	Item	Action Officer
8.1		

Next Meeting**Date:** Monday 5th May 2014**Time:** 9am – 10.30am**Venue:** Seminar Room, CYMHS Cnr Roger & Water Streets Spring Hill

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

(Status Indicators: Red = Significant delay, Amber = Slight delay, Green = On Track and Blue = Completed)

Meeting Date	Action Item #	Previous Meeting Reference	Action Item	Action Officer	Due Date	Status Update	Status
28/01/14	5.2	Service Implementation Working Group	Formally establish Service Implementation Working Group	Judi Krause	07/04/14	Informally established.	
10/03/2014	3.1	Service Implementation	Email photos of potential day program site at Stafford	Ingrid Adamson	14/03/14	Site may no longer be suitable - exploring another option.	
10/03/2014	3.1	Service Implementation	Discuss education provision at day program	Stephen Stathis Ingrid Adamson	07/04/14	Completed	
10/03/2014	3.1	Service Implementation	Mater to identify day program consumers for site visit to prospective day program site at Stafford	Amanda Tilse	14/03/14	Completed; however, site visit may not go ahead	
10/03/2014	3.1	Service Implementation	Contact Helen Cerron re funding of research officer	Ingrid Adamson	21/03/14	Completed - no longer required due to CHQ funding identified	
10/03/2014	3.1	Service Implementation	Explore communication regarding progress of ex-BAC consumers	Leanne Geppert	21/03/14		
10/03/2014	5.1	Communication of Services	Advise CHQ Media and Comms regarding Townsville Youth Hub opening	Ingrid Adamson	14/03/14	Completed	
10/03/2014	6.2	Consumer Update	Advise how documentation of waitlist consumers is to be stored - can a file note be added to CIMHA?	Leanne Geppert	21/03/14	Completed - notes can be captured in CIMHA after a client file is closed. Waitlist client files will now be updated.	

Minutes

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	07/04/2014	Time:	09:00am	Venue:	Rm 30 CYMHS Cnr Rogers & Water Streets, Spring Hill
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Chair:	Medical Director CYMHS CHQ HHS (SS) Divisional Director CYMHS CHQ HHS (JK)
Secretariat:	AMHETI Project Manager (IA)
Attendees:	A/Executive Director Office of Strategy Management, CHQ (DM) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH) Operational Manager Alcohol, other Drugs & Campus, Mater (AT)
Teleconf.	
Teleconf.	
Apologies:	Director of Psychology, CHQ HHS (JS) A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) A/Director Planning & Partnership Unit MHAODB (MK) Carer Representative Consumer Representative
Observers/ Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	SS,AT	
	Business			
3.	Business Arising from Previous Meetings			
3.1	<ul style="list-style-type: none"> The Service Implementation Working Group: to date have made contact informally. JK raised whether a working group is needed. Until a site for the day program is found, there is little to consult with a working group on. Noted that a Team Leader would be recruited to establish the day program once a site is found and they would drive consultation around that. JK proposed the working group no longer be progressed and this was supported by the committee. 			
3.2	<ul style="list-style-type: none"> Update on the proposed site at Stafford was given. Due to increasing demands on the exclusive-use areas being sought, it was decided to not progress with the Stafford facility. The site does offer some excellent options for external activities for the day program, which may be progressed once a new 			

Item No	Topic	Action	Comm'ee member	Due date
	<p>site is found.</p> <ul style="list-style-type: none"> JK, SS, IA, and AT visited a CHQ-owned site at Ferny Hills. There were positives and negatives about the site. The main negatives being in a location that is difficult to access and in a very poor condition. It would require significant refurbishment to occupy. IA has requested a condition report to determine the level of work required, including an asbestos report. IA will continue working with the Qld Government Accommodation Office to identify other options. SS and JK visited the day program in Townsville, which was helpful in understanding what a purpose-built facility comprised. JK saw a site in Spring Hill however it is co-located near Department of Corrections, which is not ideal, and too close to the city, which makes accessibility challenging. It was noted that the time taken to identify a suitable site will impact on the ability to deliver a day program by 30 June 2014. 			
3.3	<ul style="list-style-type: none"> IA provided an update on the recruitment of a Research and Evaluation Officer – a candidate has been identified and will commence on 15th April 2014. Her name is Susan Hunt and she has worked both at ADAWS at the Mater and in the Townsville Mental Health service. 			
4.	Matters for Decision			
4.1	<ul style="list-style-type: none"> Nil 			
5.	Matters for Discussion			
5.1	<ul style="list-style-type: none"> Nil 			
6.	Standard Agenda Items			
6.1	<p>Service Implementation Update</p> <ul style="list-style-type: none"> Resi Rehab: in the process of finalising the referral pathway and referral panel protocol this week. Day Program establishment: refer notes above. AMYOS: recruitment closes 8th April for the three Brisbane-based teams. SS noted that there are currently ten applications. Finalising the Service Agreement and Model of Service for circulation to HHSs this week. Recruitment of AMYOS psychiatrists is proving challenging – only two applicants received to date and not suitable for the roles. Have extended the application date to 28th April in the hope of attracting some more applicants. May have to put in interim measures for AMYOS team supervision. Funding Options: IA noted that a revised business case has been resubmitted to the Policy and Planning Unit in Department of Health in the hope of securing some funds in 2014/2015. Will keep the committee updated on progress. 			

Item No	Topic	Action	Comm'ee member	Due date
6.2	Consumer Update <ul style="list-style-type: none"> Nil update. 			
6.3	Risk Management <ul style="list-style-type: none"> The risk of meeting timeframes has been escalated to Very High due to slippages in service establishment. 			
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> Presented Monthly Status Report. 			
6.5	Other Business <ul style="list-style-type: none"> 			
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> <i>Save the Barrett</i> correspondence has been received by the Minister's Office. Consequently, updating the public facing website with information on service establishment. With the current political environment, we will not progress a formal media announcement at this time. The website update will be a soft launch approach. At the same time, CHQ will be updating the CYMHS web pages on QHEPS so mental health staff can access more information on the services and their referral pathways. 			
8.	For Information			
8.1	<ul style="list-style-type: none"> Nil 			
Next meeting: Monday 5th May 2014, 9am – 10.30am, CYMHS Spring Hill.				

Meeting Agenda

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	2 nd June 2014
Time:	9am – 10.30am
Venue:	Seminar Room, CYMHS, Cnr Roger and Water Streets Spring Hill (parking via Roger St entrance)
Video/ Teleconference Details:	Details will be provided on request <i>** Please advise secretariat if you want to dial in**</i>

A/Chair:	Stephen Stathis	Clinical Director CYMHS CHQ HHS
	Judi Krause	Divisional Director CYMHS CHQ HHS
Secretariat:	Ingrid Adamson	SW AETR Project Manager, CHQ HHS
Attendees:	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
	Josie Sorban	Director of Psychology, CHQ HHS
	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
Teleconf.	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
Teleconf.		
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
		Consumer Representative
		Carer Representative
Apologies:		
Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening

Item no	Item	Action Officer
2.1	Welcome and Apologies <ul style="list-style-type: none"> • Introduce Susan Hunt, Project Officer, AMHETI 	Chair
2.2	Statement of Conflict/Interest	Chair

Children's Health Queensland Hospital and Health Service

2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair
3.	Business Arising from previous minutes	
Item no	Item	Action Officer
3.1	• Nil	
4.	Matters for Decision	
Item no	Item	Action Officer
4.1	• Nil	
5.	Matters for Discussion	
Item no	Item	Action Officer
5.1	• Nil	
6.	Standard Agenda Items	
Item no	Item	Action Officer
6.1	Service Implementation Update <ul style="list-style-type: none"> • AMYOS recruitment • Resi Rehab operations • Day Program establishment • Funding options 	Chair
6.2	Consumer Update <ul style="list-style-type: none"> • Status Update 	SS
6.3	Risk Management <ul style="list-style-type: none"> • Risk of meeting timeframes – refer updated Risk Register 	IA
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> • Refer Monthly Project Status Report 	IA
6.5	Other business <ul style="list-style-type: none"> • 	
7.	Matters for Noting	
Item no	Item	Action Officer
7.1	Major correspondence <ul style="list-style-type: none"> • Nil 	
8.	For Information (papers only)	
Item no	Item	Action Officer
8.1		

Next Meeting

Date: To be confirmed

Time: 9am – 10.30am

Venue: Seminar Room, CYMHS Cnr Roger & Water Streets Spring Hill

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

(Status Indicators: Red = Significant delay, Amber = Slight delay, Green = On Track and Blue = Completed)

Meeting Date	Action Item #	Previous Meeting Reference	Action Item	Action Officer	Due Date	Status Update	Status
			Nil				

Minutes

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	02/06/2014	Time:	09:00am	Venue:	Rm 30 CYMHS Cnr Rogers & Water Streets, Spring Hill
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Chair:	Medical Director CYMHS CHQ HHS (SS) Divisional Director CYMHS CHQ HHS (JK)
Secretariat:	AMHETI Project Manager (IA)
Attendees: Teleconf.	A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) A/Director Planning & Partnership Unit MHAODB (MK) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH) Operational Manager Alcohol, other Drugs & Campus, Mater (AT)
Teleconf.	[REDACTED] Director of Psychology, CHQ HHS (JS) Carer Representative [REDACTED]
Apologies:	Consumer Representative [REDACTED] [REDACTED] A/Executive Director Office of Strategy Management, CHQ (DM)
Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies <ul style="list-style-type: none"> Informed the committee of Susan Hunt's commencement 	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	SS, LG	
	Business			
3.	Business Arising from Previous Meetings			
3.1	<ul style="list-style-type: none"> Nil 			
4.	Matters for Decision			
4.1	<ul style="list-style-type: none"> Nil 			
5.	Matters for Discussion			
5.1	<ul style="list-style-type: none"> Nil 			
6.	Standard Agenda Items			
6.1	Service Implementation Update <ul style="list-style-type: none"> AMYOS: interviews have been conducted for the three Brisbane-based teams. Initial indications are that further recruitment activities will be needed to fill all positions. Found four suitable applicants; however, require six staff to fill all positions. 			


Item No	Topic	Action	Comm'ee member	Due date
	<ul style="list-style-type: none"> • Also still in negotiations with HHSs regarding the AMYOS Service Agreements. There have been some concerns regarding the terms of the agreement and finances, which are being worked through. This has delayed the appointment of AMYOS teams in the regions. • Two AMYOS psychiatrists (1.3 FTE) have been successfully recruited, Dr Michael Daubney and Dr Anne Brennan, and they will commence in July and August respectively. • Resi Rehab: there are currently two consumers in the Resi. The Service Manager has visited some community CYMHS to promote the service. Feedback received is that people are interested in going below 16yo to 15yo plus. There are other consumers currently being assessed for referral. • The Referral Panel Protocol and Pathway has now been endorsed by the YPETRI Governance Committee, and is published on QHEPS for all staff to access. • JK noted that a CYMHS statewide clinical meeting is coming up next week, which awareness can again be raised at. • SS noted that the Statewide Referral Panel is also still under review (in partnership with the Mater) and it is anticipated that the YPETRI Referral Panel will be subsumed by the Statewide Panel over time. • LG has suggested that the next governance meeting be held at YPETRI House to re-engage with the service providers and have an opportunity for a first-hand look at the service. • Day Program: Conducted two more site visits on 27th May. Identified a suitable site at Stafford, round the corner from the Salvation Army previously visited. It is a shell at this stage with the ability to tailor the internal build to suit our needs. It is adjoining another Qld Health Unit, which means ICT can be leveraged resulting in potential savings for CHQ. • Now looking at recruiting the team leader for the unit so they can lead the site fit out and recruitment of other staff. JK noted that they are looking at bringing the team across through a matched process, which would alleviate the need for a full open merit recruitment process. • Subacute Beds: Service Agreement is still being finalised by the CHQ Chief Financial Officer prior to sending to the Mater. • AT confirmed that the beds are available at the Mater. • Further communication around the beds is needed. There have been no referrals to date and, if the beds are not used, it will make it difficult to get further funding for the beds planned for at the Lady Cilento. It is unclear whether these consumers are being treated at acute inpatient units or if there is 			





Item No	Topic	Action	Comm'ee member	Due date
	<p>no need in the sector.</p> <ul style="list-style-type: none"> AT enquired as to whether it would be worthwhile enquiring what is happening at the adolescent acute inpatient units regarding length of stay. LG suggested having the Project Officer conduct a structured evaluation around communication and level of awareness – do staff know what is available and how they are able to use it. Funding Options: Still awaiting feedback on the revised business case – have put forward a revised request for funding in 2014/15. 	Survey re knowledge of model of care and the current use of acute inpatient beds.	SH	07/07
6.2	<p>Consumer Update</p> <ul style="list-style-type: none"> Nil update. 			
6.3	<p>Risk Management</p> <ul style="list-style-type: none"> The risk of meeting timeframes has been escalated to Very High due to slippages in service establishment. 			
6.4	<p>Progress of key milestones and deliverables</p> <ul style="list-style-type: none"> Presented Monthly Status Report. 			
6.5	<p>Other Business</p> <ul style="list-style-type: none"> AT raised the Barrett School – noted that the school is asking for psychiatry time. LG asked why the young people there are not engaged with their local community CYMHS. The Mater agrees with this position and has been advising such. The Barrett School has engaged a nurse to work onsite but she finishes up at end of June 2014. SS met with Peter Blatch from Dept. of Education. The plan is that the Barrett School will merge with the Tennyson School, and next year move into the Yeronga Tafe premises. It will be aimed at working with young people who are difficult to engage or have some mental health problems. The new school will be given an indigenous name. SS has been encouraging the Dept. of Education to engage with the Mater regarding services, as it is within their catchment. SS also encouraged the Dept. of Education to provide a model of care so mental health can determine how best to support it. [REDACTED] SS will raise this again with Peter Blatch once details regarding the Day Program are confirmed and discussions are to be had around Day Program education provision. 			
7.	Matters for Noting			
7.1	<p>Major correspondence</p> <ul style="list-style-type: none"> The external website and CYMHS pages on QHEPS have been updated with information regarding service implementation. LG enquired as to how many hits there have been 	Advise number of	IA	13/06

Item No	Topic	Action	Comm'ee member	Due date
	on the website.	web hits.		
8.	For Information			
8.1	• Nil			
Next meeting: Monday 30th June 2014, 9am – 10.30am, Level 2, Butterfield Street, Herston.				

Meeting Agenda

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	30 th June 2014
Time:	9am – 10.30am
Venue:	Conference Room 2.2, Level 2, Butterfield Street, Herston (Parking via Butterfield St)
Video/ Teleconference Details:	Teleconference Details:  ** Please advise secretariat if you want to dial in**

A/Chair:	Stephen Stathis	Clinical Director CYMHS CHQ HHS
Secretariat:	Ingrid Adamson	AMHETI Project Manager, CHQ HHS
Attendees:	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
	Josie Sorban	Director of Psychology, CHQ HHS
	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
		Consumer Representative
Apologies:	Judi Krause	Divisional Director CYMHS CHQ HHS
	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
		
		
		Carer Representative
Guests:	Susan Hunt	AMHETI Project Officer, CHQ HHS

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening

Item no	Item	Action Officer
2.1	Welcome and Apologies <ul style="list-style-type: none"> • Introduce Susan Hunt, Project Officer, AMHETI 	Chair

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2.2	Statement of Conflict/Interest	Chair
2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair

3. Business Arising from previous minutes

Item no	Item	Action Officer
3.1	<ul style="list-style-type: none"> Number of Web Hits Survey regarding awareness of model of care and service options 	IA IA

4. Matters for Decision

Item no	Item	Action Officer
4.1	<ul style="list-style-type: none"> Nil 	

5. Matters for Discussion

Item no	Item	Action Officer
5.1	<ul style="list-style-type: none"> Service Evaluation Plan 	Chair

6. Standard Agenda Items

Item no	Item	Action Officer
6.1	Service Implementation Update <ul style="list-style-type: none"> AMYOS recruitment Resi Rehab operations Day Program establishment Subacute inpatient beds Funding update 	Chair
6.2	Consumer Update <ul style="list-style-type: none"> Status Update 	SS
6.3	Risk Management <ul style="list-style-type: none"> No new risks 	IA
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> Refer Monthly Project Status Report 	IA
6.5	Other business <ul style="list-style-type: none"> 	

7. Matters for Noting

Item no	Item	Action Officer
7.1	Major correspondence <ul style="list-style-type: none"> 	

8. For Information (papers only)

Item no	Item	Action Officer
8.1	<ul style="list-style-type: none"> 	

Next Meeting

Date: 4th August 2014
Time: 9am – 10.30am
Venue: To be confirmed

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

(Status Indicators: Red = Significant delay, Amber = Slight delay, Green = On Track and Blue = Completed)

Meeting Date	Action Item #	Previous Meeting Reference	Action Item	Action Officer	Due Date	Status Update	Status
2/06/2014	6.1	Service Implementation Update	Survey awareness of model of care and service options	Ingrid Adamson	07/07/14	Decided email survey wouldn't reach intended audience - progressing different approach	
2/06/2014	7.1	Correspondence	Advise number of web hits	Ingrid Adamson	13/06/14	Completed	

Minutes

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date: 30/06/2014 **Time:** 09:00am **Venue:** Conference Room 2.2, Butterfield St, Herston

Chair:	Medical Director CYMHS CHQ HHS (SS)
Secretariat:	AMHETI Project Manager (IA)
Attendees:	A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) A/Director Planning & Partnership Unit MHAODB (MK) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH) Operational Manager Alcohol, other Drugs & Campus, Mater (AT)
Apologies:	Divisional Director CYMHS CHQ HHS (JK) A/Executive Director Office of Strategy Management, CHQ (DM) Director of Psychology, CHQ HHS (JS) Carer Representative Consumer Representative
Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	MK	
	Business			
3.	Business Arising from Previous Meetings			
3.1	<ul style="list-style-type: none"> IA provided an update on the number of web hits since January 2014 – on the externally facing website there has been 672 visits and on the internally facing website, QHEPS, there have been 132 visits. At the last meeting it was raised that we should survey staff to determine level of awareness of the AMHETI model of care and service options. It was decided that an email survey would not be the best mechanism in light of the fact that all information about the services has previously been emailed – if an information email isn't reaching staff, then it is unlikely an email survey would reach the same cohort. In the meantime, JK has spoken with the CYMHS Statewide Clinical Network to determine how best to reach staff. Will obtain an update from her on their feedback. 	Follow up with JK in regard to approach for reaching CCYMHS staff	SS/JK	11/07

Item No	Topic	Action	Comm'ee member	Due date
4.	Matters for Decision			
4.1	<ul style="list-style-type: none"> • Nil 			
5.	Matters for Discussion			
5.1	<p>Service Evaluation Plan and BAC Review:</p> <ul style="list-style-type: none"> • Barrett Review – LG noted that further work on this is held with WM HHS. Susan Hunt has revised the concept brief to mirror conversations with WM HHS. LG is not sure; however, if they have confirmed who the stakeholders would be; and whether contacting ex-BAC consumers would be in the best interests of consumers. It is now with WM HHS to consider the revised concept brief. • SS felt there would be benefit from doing the review from the perspective of understanding the closure process, and using this opportunity to publish the findings. • AT noted that the focus of the review needs to be clear before it progressed. • Conversation turned to the Resi and Subacute Beds and the lack of apparent demand for these. • A query was raised as to whether there are any young people who have been in an inpatient unit for an extended period of time who might be suitable for the Resi or subacute beds. It was agreed this might be a useful avenue to explore for the subacute beds or Resi. • SS provided an update on the service evaluation process – it is going to involve all new services, and the NEAF will cover these. • SS noted that it would be helpful to have a letter of support from the MHAODB for the NEAF. • The Evaluation Plan is still under development but will be circulated to the Committee out-of-session for review and comment. • It was noted that the Resi Contract with Aftercare expires in December 2014. MK suggested CHQ consider a Type 4 contract process to extend the service for another 6 months, to provide a greater time period to assess the service. SS agreed this would also avoid a lengthy tender process at the same time of transition to LCCH. • Further discussion was had with regard to the level of use of the Resi: feedback suggests that some staff feel their consumers don't meet the criteria; another perspective is a lack of confidence in NGOs to deliver services; yet another perspective is that staff may not yet fully understand how the new services fit within the current way of doing business (how their clients would fit). Agreed more education and information is needed for staff. • AT also raised whether Evolve may be caring for some of the target cohort for the new services. • LG suggested a video or footage of the Resi that CCYMHS staff could look at. She suggested that the young people residing there could create the footage. 	<p>Follow up at WM HHS about progressing the BAC review</p> <p>Investigate length of stays in adolescent inpatient units for consumers who may be suitable for the Resi or subacute beds</p> <p>MHAODB to provide a letter of support for the evaluation</p> <p>Raise the idea of Resi footage with YPETRI Governance Committee</p>	<p>LG</p> <p>SS</p> <p>SS/MK</p> <p>SS/IA</p>	<p>04/07</p> <p>11/07</p> <p>11/07</p> <p>04/07</p>

Item No	Topic	Action	Comm'ee member	Due date
6.	Standard Agenda Items			
6.1	Service Implementation Update <ul style="list-style-type: none"> • AMYOS: Two positions for one of the Brisbane-based teams are being readvertised. • Revised service agreements have been sent to HHSs – now awaiting return of signed agreements. Gold Coast and Townsville are in the process of signing. Metro South would like the location of the AMYOS to be updated in the Agreement, from Logan to Metro South. SS is to follow up with Darling Downs. • Resi Rehab: there are currently two consumers in the Resi, and other consumers being assessed for referral. • Day Program: The site found at Stafford is potentially being sold and all lease negotiations are now on hold. • CHQ will recommence the search for a suitable site. • Recruitment of the team leader will be part of the Phase 2 recruitment for the LCCH. This has alleviated the need for a full open merit recruitment process. The Team Leader would then assist with the Day Program fit out. • Subacute Beds: Service Agreement has been sent to the Mater – awaiting the return of signed copies. • There have still been no referrals to date. • Funding Options: The Children's Hospital Foundation (CHF) have advised that the AMHETI Business Case fits within their Major Campaign Proposal – work continues on how to integrate this. 	<p>Update Service Agreement for Metro South</p> <p>Follow up Darling Downs re Service Agreement</p>	<p>IA</p> <p>SS</p>	<p>04/07</p> <p>04/07</p>
6.2	Consumer Update <ul style="list-style-type: none"> • Nil update. 			
6.3	Risk Management <ul style="list-style-type: none"> • No new risks have been identified or change to existing risks. 			
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> • Presented Monthly Status Report and Project Gantt. 			
6.5	Other Business <ul style="list-style-type: none"> • 			
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> • WM HHS received a letter from the Commissioner for Children, Young People, and Child Guardian (CCYPCG). Concerns have been raised by parents and the CCYPCG is responding in an advocacy role. CCYPCG have requested a review of the AMHETI services and that the response be sent to the ombudsman. Items raised included 			

Item No	Topic	Action	Comm'ee member	Due date
	<p>transition planning, efficacy of new services, and risks to ex-BAC consumers.</p> <ul style="list-style-type: none"> • WM HHS and CHQ HHS have prepared a joint response outlining the steps taken and services being provided. • The Mental Health Commissioner was copied into the CCYPCG letter and is supportive of the response sent in reply. 			
8.	For Information			
8.1	<ul style="list-style-type: none"> • Nil 			
Next meeting: Monday 4th August 2014, 9am – 10.30am, LOCATION TO BE ADVISED				

Meeting Agenda

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date:	4 th August 2014
Time:	9am – 10.30am
Venue:	CYMHS Board Room Citilink Building 2, Foyer 4, Level 2, 153 Campbell Street, Bowen Hills
Video/ Teleconference Details:	Teleconference Details: <i>** Please advise secretariat if you want to dial in**</i>

Chair/s:	Judi Krause	Divisional Director CYMHS CHQ HHS
	Stephen Stathis	Clinical Director CYMHS CHQ HHS
Secretariat:	Susan Hunt	AMHETI Project Officer, CHQ HHS
Attendees:		
Video Conf.	Leanne Geppert	A/Director of Strategy, Mental Health & Specialised Services, WM HHS
Parking req'd	Raymond Ho	Clinical Services Program Manager, Metro South Addiction and Mental Health Service, Metro South HHS
	Josie Sorban	Director of Psychology, CHQ HHS
	Emma Foreman	Proxy for A/Director Planning and Partnership Unit, MHAODB
	Deborah Miller	A/Executive Director Office of Strategy Management, CHQ HHS
Video Conf.		
Teleconference		
Parking req'd		Carer Representative
		Consumer Representative
Apologies:	Ingrid Adamson	AMHETI Project Manager, CHQ HHS
	Marie Kelly	A/Director Planning and Partnership Unit, MHAODB
	Amanda Tilse	Operational Manager Alcohol, other Drugs & Campus, Mater Hospital
Guests:		

* Attachments accompany this item; papers to be tabled if available

1. Presentations

Item no	Item	Action Officer
1.0	• Nil	

2. Meeting Opening

Item no	Item	Action Officer
2.1	Welcome and Apologies	Chair
2.2	Statement of Conflict/Interest	Chair

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2.3	Confirmation of the minutes from the previous meeting (<i>attached</i>)	Chair
3.	Business Arising from previous minutes	
Item no	Item	Action Officer
3.1	<ul style="list-style-type: none"> Informing CCYMHS staff of AMHETI Services Resi footage to promote service Service Evaluation and BAC Review Update 	Chair SS Chair
4.	Matters for Decision	
Item no	Item	Action Officer
4.1	<ul style="list-style-type: none"> Endorse Resi Service Evaluation Plan 	Chair
5.	Matters for Discussion	
Item no	Item	Action Officer
5.1	<ul style="list-style-type: none"> Nil 	
6.	Standard Agenda Items	
Item no	Item	Action Officer
6.1	Service Implementation Update <ul style="list-style-type: none"> AMYOS recruitment Resi Rehab operations Day Program establishment Subacute inpatient beds 	Chair
6.2	Consumer Update <ul style="list-style-type: none"> Status Update 	SS
6.3	Risk Management <ul style="list-style-type: none"> No new risks or change to existing risks. 	Chair
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> Refer Monthly Project Status Report 	Chair
6.5	Other business <ul style="list-style-type: none"> 	
7.	Matters for Noting	
Item no	Item	Action Officer
7.1	Major correspondence <ul style="list-style-type: none"> Increased correspondence following Estimates and recent sentinel event 	SS
8.	For Information (papers only)	
Item no	Item	Action Officer
8.1	<ul style="list-style-type: none"> 	
	Next Meeting	
Date:	1 st September 2014	
Time:	9am – 10.30am	
Venue:	CYMHS Board Room, Citilink Building 2, Foyer 4, Level 2, 153 Campbell Street, Bowen Hills	

**Children's Health Queensland Hospital and Health Service
Statewide Adolescent Extended Treatment & Rehabilitation Implementation
Steering Committee Action Item Register**

(Status Indicators: Red = Significant delay, Amber = Slight delay, Green = On Track and Blue = Completed)

Meeting Date	Action Item #	Previous Meeting Reference	Action Item	Action Officer	Due Date	Status Update	Status
30/06/2014	3.1	Business from Previous Meetings	Follow up with JK regarding approach to reaching CCYMHS staff	Stephen Stathis Ingrid Adamson	11/07/14	Completed - update at next Steering Committee	
30/06/2014	5.1	Service Evaluation and BAC Review	Follow up with WM HHS about progressing the BAC Review	Leanne Geppert	04/07/14	Completed - review on hold	
30/06/2014	5.1	Service Evaluation and BAC Review	Investigate length of stays in adolescent inpatient units for consumers who may be suitable for the subacute beds or Resi	Stephen Stathis	11/07/14	Completed	
30/06/2014	5.1	Service Evaluation and BAC Review	MHAODB to provide letter of support for evaluation	Marie Kelly	11/07/14	Completed	
30/06/2014	5.1	Service Evaluation and BAC Review	Raise the idea of obtaining Resi footage with YPETRI Governance Committee - for use in promoting the service with CCYMHS staff	Stephen Stathis Ingrid Adamson	04/07/14	Awaiting confirmation from YPETRI Service Manager	
30/06/2014	6.1	AMYOS	Update Metro South's Service Agreement for AMYOS location	Ingrid Adamson	04/07/14	Completed	
30/06/2014	6.1	AMYOS	Follow up Darling Downs in regard to their Service Agreement	Stephen Stathis	04/07/14	Completed	

Minutes

Adolescent Mental Health Extended Treatment Initiative Steering Committee

Date: 04/08/2014 **Time:** 09:00am **Venue:** Boardroom, CitiLink Building, Bowen Hills

Chair:	Medical Director CYMHS CHQ HHS (SS)
Secretariat:	AMHETI Project Officer (SH)
Attendees:	A/Executive Director Office of Strategy Management, CHQ (DM) A/Director of Strategy, Mental Health & Specialised Services WM HHS (LG) Clinical Services Program Manager, Metro South Addiction and Mental Health Service (RH) Director of Psychology, CHQ HHS (JS) Carer Representative [REDACTED] [REDACTED] [REDACTED]
Apologies:	Divisional Director CYMHS CHQ HHS (JK) Operational Manager Alcohol, other Drugs & Campus, Mater (AT) AMHETI Project Manager (IA) A/Director Planning & Partnership Unit MHAODB (MK) Consumer Representative [REDACTED]
Guests:	

Item No	Topic	Action	Comm'ee member	Due date
1.	Presentations			
	Nil			
2.	Meeting opening			
2.1	Welcome and Apologies	Nil	Chair	
2.2	Statement of Conflict/Interest	Nil	Chair	
2.3	Confirmation of Minutes	Confirmed	MK	
	Business			
3.	Business Arising from Previous Meetings			
3.1	<ul style="list-style-type: none"> Obtaining Resi footage with YPETRI Governance Committee for use in promoting the service with CCYMS staff Service Evaluation and BAC Review 			
4.	Matters for Decision			
4.1	<ul style="list-style-type: none"> Nil 			
5.	Matters for Discussion			
5.1	Service Evaluation Plan and BAC Review: <ul style="list-style-type: none"> Meetings have taken place with WM HHS and CHQ regarding whether or not to proceed with the BAC Review. Advantages and disadvantages of the review have been explored. There are concerns that a review could raise concerns for consumers, families and staff by raising the closure. It was noted that the views of stakeholders have already 	LG to draft a document noting the decision to discontinue the BAC review - for submission to CEs of WM HHS and CHQ.	LG	29/08

Item No	Topic	Action	Comm'ee member	Due date
	<p>been heard and documented.</p> <ul style="list-style-type: none"> It was agreed that the BAC review will not be progressed due to the recent serious adverse events. Matters could also become blurred between any coronial inquiries, and an external evaluation of the BAC Closure. Resi Service Evaluation Plan was discussed. Feedback from members indicates further consideration and discussion about the methodology and purpose of the evaluation is required; e.g. consider whether we need to narrow the evaluation as the measures are too broad; measuring cost effectiveness against what; etc. 	<p>SH to email LG information about discussions to date regarding the BAC Review.</p> <p>Members to email their feedback on the Resi Service Evaluation to SS</p>	<p>SH</p> <p>All</p>	<p>10/08</p> <p>22/08</p>
6.	Standard Agenda Items			
6.1	<p>Service Implementation Update</p> <ul style="list-style-type: none"> AMYOS: Referrals to this service commenced this week. A management plan for intake has been developed. Dr Michael Daubney is now leading the AMYOS teams. In July, MD visited the IMYOS teams in Victoria to learn more about the service. Service Level agreements have been signed by most HHSs, and recruitment has commenced. Resi: Three young people are now being supported at the Resi with a view to this increasing up to four or five consumers – two more referrals pending. Day Program: Six sites have been viewed to date. The Stafford site was suitable but subsequently advised that it had been sold. Another site viewed at Kedron looks promising, but needs to be rezoned by Brisbane City Council to proceed. Advice indicates this could take between 3 – 6 months. CHQ continues to search for a suitable site. Subacute Beds: One young person is likely to be referred to a bed but there have been no other referrals to date. SS is flying to Cairns to review the TOHI and the continuum of care in Far North Queensland. BAC Closure – [REDACTED] [REDACTED] [REDACTED] 	<p>[REDACTED] to circulate link to 'Mindframe', which has resources and information on reporting suicide and mental illness.</p> <p>Media release to be circulated to</p>	<p>[REDACTED]</p> <p>SH</p>	<p>04/08</p> <p>26/08</p>

Item No	Topic	Action	Comm'ee member	Due date
		members with minutes.		
6.2	Consumer Update <ul style="list-style-type: none"> Nil update 			
6.3	Risk Management <ul style="list-style-type: none"> No new risks have been identified and no change to existing risks. 			
6.4	Progress of key milestones and deliverables <ul style="list-style-type: none"> Presented Monthly Status Report and Project Gantt. 			
6.5	Other Business <ul style="list-style-type: none"> Nil 			
7.	Matters for Noting			
7.1	Major correspondence <ul style="list-style-type: none"> Nil 			
8.	For Information			
8.1	<ul style="list-style-type: none"> Nil 			

Next meeting: Monday 1st September 2014, 9am – 10.30am
CYMHS Board Room, Citilink Building 2, Foyer 4, Level 2, 153 Campbell Street, Bowen Hills