

6 DEC 2013

Page 1 of 4

Department RecFind No:	BR058059
Division/HHS:	SSS Division
File Ref No:	FPL05769 E021209

## Briefing Note for Approval

Director-General

URGENT

Requested by: Director, Funding and  
Contract Management Unit, Governance  
Branch

Date requested: 20 November 2013

Action required by: 25 November 2013

**SUBJECT:** Approval to fund Aftercare for the provision of residential and day program mental health treatment and rehabilitation for adolescents across Queensland requiring extended care in the West Moreton Hospital and Health Service catchment area from December 2013.

### Proposal

That the Director-General:

**Approve** by exercising non-recurrent financial and type 4 procurement delegations, up to \$2,087,776 excluding GST (\$2,296,553 including GST) to commence negotiations with Aftercare to provide extended residential mental health treatment and rehabilitation services for adolescents referred from the West Moreton Hospital and Health Service, from December 2013 to the end of December 2014.

**Note** that Type 4 procurement delegation is sought on the basis of sole source of supply and genuine urgency.

**Provide** this brief to the Minister for noting.

### Urgency

1. **Critical** - the Barrett Adolescent Centre (BAC), West Moreton Hospital and Health Service (WMHHS) will close by the end of January 2014 and this transition plan will ensure there are no gaps to service delivery for adolescent consumers while new service options are being developed by Children's Health Queensland Hospital and Health Services (CHQHHS).

### Headline Issues

2. The top issues are:

- ✓ • The Minister and WMHHS Board gave a public commitment to ongoing provision of safe and comprehensive clinical care for BAC consumers during the transition to the new statewide adolescent extended treatment and rehabilitation services. CHQHHS has advised that the full range of new statewide services is not expected to be operational until 2015.
- ✓ • There are no other non-government organisations in Queensland that deliver residential and day program services for complex and multiple mental health problems for the age group.
- ✓ • Interim investment in Aftercare will maintain clinical safety for BAC and other statewide consumers during the transition period. Aftercare is able to meet the time frames expected by the Minister for delivery of the services.

### Blueprint

3. How does this align with the Blueprint for Better Healthcare in Queensland?
  - The recommended procurement methodology supports the department's commitment to focus services on patients and provide value through accountability in grants to maximise service delivery.

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**Key issues**

4. Market research has identified that Aftercare, a non-government organisation with over 40 locations in Australia (seven in Queensland), has a proven track record in providing extended residential and day program mental health treatment and rehabilitation for adolescents.
5. Aftercare was chosen based on their prior experience and demonstrated success delivering similar services in Queensland and New South Wales. In Queensland, this is the Time Out Housing Initiative in Cairns with a similar age cohort and mental health specific residential and day programs. Aftercare is also the lead agency for several Headspace services (youth mental health) around Queensland, which will be a key service partner in both transitional services being proposed in WMHHS and in the future, service options being developed by CHQHHS. Additional to this, Aftercare is established in a range of Hospital and Health Services across Queensland, providing better access opportunities.
6. Aftercare's past performance indicates that the organisation has capacity to rapidly expand services to West Moreton, to support the ongoing transfer of clients from December 2013.
7. Services proposed to be purchased from Aftercare are a day program (Monday to Thursday) and supported accommodation for up to four beds (seven days/extended hours) for adolescents aged between 15 and 21 years. The WMHHS will continue to provide intensive mobile outreach services. This innovative model is a pilot and if successful, may be adopted and/or expanded by CHQ HHS following the transition period.

**Background**

8. In August 2013 the Minister announced that adolescents requiring extended mental health treatment and rehabilitation will receive services through a new range of contemporary service options from early 2014. CHQHHS is responsible for the governance of the new service options to be implemented as part of its statewide role in providing healthcare for Queensland's children.
9. BAC is a 15-bed inpatient service for adolescents requiring longer term mental health treatment. BAC is located within The Park – Centre for Mental Health campus at Wacol.
10. The Aftercare Time Out Housing Initiative in Cairns is funded by the Department to provide extended residential mental health treatment and rehabilitation services for adolescents.

**Consultation**

11. Consultation has occurred with the following stakeholders:
  - Dr Stephen Stathis, Child and Family Therapy Unit, CHQ HHS.
  - Dr Leanne Geppert, Mental Health and Specialised Services, West Moreton HHS.
  - Dr Bill Kingswell, Mental Health Alcohol and Other Drugs Branch (MHAODB), Health Service and Clinical Innovation Division.
  - Chief Executive oversight and project steering committees for the Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy.
12. All stakeholders will continue to work together to ensure the ongoing provision of safe and comprehensive clinical care for BAC consumers and their families.

**Financial implications**

13. \$2,087,776 excluding GST will be transferred from MHAODB to the Funding and Contract Management Unit (FCMU), Governance Branch for the Aftercare service contract.

**Legal implications**

14. Once approved, FCMU will develop and administer a service contract, in consultation with the above stakeholders.

**Attachments**

15. Nil.

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**Recommendation**

That the Director-General:

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**Note** that Type 4 procurement delegation is sought on the basis of sole source of supply and genuine urgency.

~~Provide this brief to the Minister for noting.~~ *Not necessary.*

APPROVED/NOT APPROVED

NOTED

IAN MAYNARD  
Director-General

04 DEC 2013  
Kim  
Director-General's comments

To Minister's Office for Approval ☐  
for Noting ☐

*Bill Why has this taken since August to finalize?*

Author Marlene Berry	Cleared by: Kim Woolgar	Cleared by: Bob McDonald	Cleared by: Vaun Peate for Annette McMullan
A/Manager	Director	Chief Governance Officer	A/Deputy Director- General
Funding and Contract Management Unit, Governance Branch	Funding and Contract Management Unit, Governance Branch	Governance Branch	System Support Services

20 November 2013  
5 December 2013

20 November 2013  
5 December 2013

21 November 2013  
5 December 2013

6 December 2013

**From:** Leanne Geppert  
**Sent:** 23 Oct 2013 09:47:28 +1000  
**To:** Bernice Holland  
**Cc:** Laura Johnson  
**Subject:** Fwd: Re: Issues Register  
**Attachments:** Re: Issues Register.txt

Hi berni, do you mind supporting Laura with this role and body of work pls?  
thanks, LG

**Dr Leanne Geppert**  
**A/Director of Strategy**  
**Mental Health & Specialised Services**

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>>> Leanne Geppert 10/23/2013 9:46 am >>>

Thank you Elisabeth.

If everyone is happy, I will ask Laura to finalise the attached draft and Laura can also be the person to hold the central copy for access by everyone in this email.

Let me know if that is ok.

Regards

Leanne

**Dr Leanne Geppert**  
**A/Director of Strategy**  
**Mental Health & Specialised Services**

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>>> Elisabeth Hoehn 10/23/2013 9:28 am >>>

Hi all

Please see attached. Xcel is far from my forte, so will need someone to make it readable and useful.

I have tried to capture the issues from my meeting notes and other sources and look forward to any changes and additions.



I am involved in the QMHC PIMH stakeholder forum at Spring Hill today, so will not be at BAC, but will T/C into the 11.30am meeting.  
I will be at BAC next Monday instead and will join Anne for clinical meetings.  
Regards Elisabeth

>>> Leanne Geppert 10/2/2013 3:48 pm >>>

Hi Elisabeth

I have attached the BAC Issues Register template for you to start populating as discussed today. Once fully populated to-date, this register will capture any issues raised in our weekly BAC update mtgs.

I will ask everyone else on this email to also consider anything they would like added, going back to beginning Sept 2013.

Happy for any suggestions re additional columns etc.

Regards  
Leanne

**Dr Leanne Geppert**  
**A/Director of Strategy**  
**Mental Health & Specialised Services**

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**From:** Elisabeth Hoehn  
**Sent:** 23 Oct 2013 09:28:14 +1000  
**To:** Laura Johnson; Leanne Geppert; Michelle Giles; Sharon Kelly; Anne Brennan; Darren Neillie; William Brennan  
**Subject:** Re: Issues Register  
**Attachments:** Issues Register (1).xls  
**Importance:** High

Hi all

Please see attached. Xcel is far from my forte, so will need someone to make it readable and useful.

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Leanne

**Dr Leanne Geppert**  
**A/Director of Strategy**  
**Mental Health & Specialised Services**

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## BAC Weekly Update Meeting

## Issues Register

Issue No.	Issue	Raised By	Date Raised	To be actioned By	Urgency	Outcome	Date of Completion
1	Observational categories used on ward	Will & Pdraig	11.09.2013	Anne & Elisabeth	Immediate	5 minute obs category ceased. Only to use standard Cat red/blue/green to avoid confusion & miscommunication, placing young people at risk	11.09.2013
2	After hours adolescent mental health consultant cover for BAC	Darren & Sharon	11.09.2013	Elisabeth & Darren	Immediate	Consultants on CHQ after hours child & adolescent consultant roster to provide cover. All consultants notified, credentialled to work in WMHS & approved as	
2	Will placement at BAC be sufficient to meet registrar training requirements	Elisabeth	11.09.2013	Elisabeth & Darren	Immediate & ongoing	RANZCP child & adolescent training requires registrar to see at least 5 adolescent cases & 5 prepubescent cases. Registrar to remain at BAC until end of November	
3	Management of media following Health Minister announcement in parliament	Sharon	12.09.2012	Sharon & Leanne	Immediate	Media briefed appropriately with generic information, not identifying patients or families	
4	Management of BAC school staff, including their attitudes & behaviour, development of Personal education Plans for patients and closure of school	Anne & Elisabeth	12.09.2013	Sharon & Leanne	Ongoing to closure of school	Communication with Regional Director about conduct issues, planning for school closure	
5	Anxiety of parents about future management of their young people	Sharon & Leanne	12.09.2013	Sharon, Leanne & Anne	Ongoing until closure of BAC	Regular communication with parents about clinical management by Anne. Responsive and timely replies to parent communication by executive.	

6	Need for directive from WMHS stating clearly plans for closure and a decision about not accepting any further admissions (inpatient or day program) due to the instability & inability to plan discharge or manage the waiting list in the context of ongoing uncertainty	Elisabeth & Anne	13.09.2013	Sharon & Leanne	Immediate	Including verbal briefing of patients, parents, staff & school; followed by staff communique & factsheet & email memo to all HHS MHS executive staff	22.10.2013
7	Safety of patients with growing instability, staff anxiety	Anne & Elisabeth	16.09.2013	All	Ongoing until closure of BAC	Regular clinical review & risk assessments & emotional containment of patients by Anne & registrar & appropriate clinical responses. Support of staff to contain ward milieu. Regular communication with parents to contain anxiety. Comprehensive discharge planning and complex case discussions where required.	
8	File review has identified other emergent issues regarding sexualised behaviour amongst patients on the ward. WMHS lawyers to review regarding response.	Will & Padraig	16.09.2013	Will	Immediate	Patient management plan reviewed & to be followed. Police liaison meeting to occur to educate patients about appropriate sexual behaviour	
9	0.5 FTE insufficient consultant psychiatrist time	Anne & Elisabeth	16.09.2013	Darren	Immediate	Increase Anne's hours to 36 hours per week	
10	Increased support needed for nursing staff; Vanessa overwhelmed with administrative duties & required to be involved in discharge planning	Anne & Elisabeth	16.09.2013	Will	Immediate	Vanessa returned to CNC role to support Anne & new acting NUM appointed to manage administrative tasks on ward.	14.10.2013
11	Increased administrative support for Anne & computer access for Anne	Anne & Elisabeth	16.09.2013	Sharon	Immediate	Anne informed of availability of AO on ward & AO line manager to be notified, dictaphone & additional laptop organised for Anne's office	
12	Concerns regarding roles of allied health staff going forward	Anne & Elisabeth	16.09.2013	Michelle & Lorraine	Ongoing	Senior allied health staff reviewed current situation and provide ongoing staff support toward closure	
13	Limited activities for young people resulting in boredom & potential for deteriorating mental health	Anne & Elisabeth	16.09.2013	Will & Padraig	Ongoing	Explore with staff opportunities to plan regular appropriate therapeutic activities appropriate to this age group	

14	Inadequate clinical documentation	Anne & Elisabeth	19.09.2013	Anne & Padraig	Immediate	Clinical reviews documented in CIMHA and file notes appropriately updated in timely fashion
15	Need for clear transition care plans for patients to support discharge	Anne & Leanne	19.09.2013	Anne, Elisabeth & Leanne	Immediate	Establish collaborative care management panels around each young person to be called Transition Care Panels, Elisabeth to become a member of Steering Committee in place of Trevor, Leanne to review transition working group as part of future planning process and replace with transition Care Panels. Need core medical, nursing, allied health & education representation on panels with additional coopted members specific to each young person.
16	Workforce decommissioning	Sharon & Leanne	25.09.2013	WMHS Executive	Ongoing	Briefing of unions has occurred. HR will manage decommissioning individually with staff. Liaise with Regional Director of Education to close BAC school - will need to develop a timeline around this. Staff will need clear communication and information at each step of the way and then ongoing support to manage not only the change but issues of grief surrounding the closure of BAC.
17	Management boundaries	Sharon	25.09.2013	WMHS Executive	Ongoing	Clinical management of young people at BAC & decommissioning of BAC is the responsibility of WMHS. Confine membership of this weekly review meeting to members supporting work of WMHS in decommissioning BAC

18	Engagement with other HHS and external service providers to ensure wrap around packages for the safe and appropriate discharge of young people from BAC	Anne	16.10.2013	Anne, Elisabeth, Leanne	Ongoing	transition care panels have identified deficit in knowledge of existing services, difficulty in engaging services to accept ongoing care of young people, resistance of young people, parents & staff in engaging with transition processes, lack of available services in communities in this transition phase
19	Patient files stored inappropriately on ward	Anne	16.10.2013	Will, Padraig, Sharon	Immediate	Files to be relocated to appropriate storage services, administration directive to be provided
20	Mitigate risk of fire management on ward	Anne	16.10.2013	Ward NUM	Immediate	Potential for self-harm and/or property damage by young person using fire. NUM organising fire safety training for ward to ensure processes and skills are current and risks can be mitigated
21	Commitment of support to family of young person transferred to [REDACTED] at beginning of crisis	Leanne	16.10.2013	Leanne	Ongoing	Provide support through consultation and liaison with [REDACTED] with parental consent
22	Independent meetings involving unions, parents, school staff and young people	Anne	17.10.2013	WMHS Executive, Education Regional Director	Ongoing	Need to have clear boundaries in place to maintain mental health of young people & safety & stability of ward milieu. Directive from Anne advising not medically recommended for young people to be involved. Anne to provide weekly updates & contact with most anxious parents to support them in managing transition. WMHS executive to work with regional director of education to manage transition for education staff and provide them with greater containment.

[illegible]

**From:** Laura Johnson  
**Sent:** 14 Nov 2013 14:07:42 +1000  
**To:** Elisabeth Hoehn;Leanne Geppert  
**Subject:** Re: Issues Register

Hi Elisabeth,

Is it possible to get the updated version of the issue register.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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>>> On 11/11/2013 at 5:12 pm, [REDACTED] > wrote:

Thanks Laura  
I will send you an updated version before you do that.  
Elisabeth

>>> Laura Johnson 11/11/2013 12:48 pm >>>  
I am happy to do that.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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>>> On 11/10/2013 at 5:52 pm, [REDACTED] > wrote:  
Hi Elisabeth



What if I ask Laura to send an email reminder every Thurs with the latest electronic version to each of us that attends the weekly wed mtg (you, Anne, Sharon, Will B, Michelle G, Darren N, and myself) - we can then notify Laura what needs to be updated in the register and she can make the changes to the central doc.

Leanne

**Dr Leanne Geppert**  
**A/Director of Strategy**  
**Mental Health & Specialised Services**

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>>> Elisabeth Hoehn 10/23/2013 11:25 am >>>

Thanks Leanne

I am happy with that.

I think we just need to develop a process for updating the register each week.

E.

>>> Leanne Geppert 10/23/2013 9:46 am >>>

Thank you Elisabeth.

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**Dr Leanne Geppert**  
**A/Director of Strategy**  
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Leanne

**Dr Leanne Geppert**  
**A/Director of Strategy**  
**Mental Health & Specialised Services**

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**From:** Laura Johnson  
**Sent:** 3 Dec 2013 13:58:43 +1000  
**To:** Elisabeth Hoehn;Michelle Giles;Naomi Ford;Sharon Kelly;Anne Brennan;Leanne Geppert;Terry Stedman;William Brennan  
**Subject:** BAC Update Meeting Agenda, Draft Actions and Issue Register  
**Attachments:** BAC\_Update\_Meeting\_Agenda\_041213.doc,  
BAC\_Update\_Meeting\_Actions\_281113.doc, Issues Register\_031213.xls

Good afternoon,

Please find attached the agenda, draft actions from previous meeting and issue register for the BAC Update meeting tomorrow.

Can you please let me know if you any new issues for inclusion to the register.

If you need to teleconference in to the meeting please use the details below:

Dial In: [REDACTED]

Passcode [REDACTED]

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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## BARRETT ADOLESCENT CENTRE UPDATE MEETING

### Meeting Details

**Day and Date** Wednesday 27 November 2013

### 1. Attendees

Name	Position
Leanne Geppert (LG)	A/Executive Director, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Naomi Ford (NF)	Communication and Community Engagement
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

### 2. Apologies

Will Brennan (WB)	Director of Nursing, Mental Health and Specialised Services
Sharon Kelly (SK)	Executive Director, A/Executive Director, Mental Health and Specialised Services
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services

### 3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Allied Health Staff	Contracts not to be extended for temporary allied health staff as current staffing determined as clinically adequate. Expectation of VRs being available for staff, need to follow up with HR. Feedback received from staff about day program in the latest fact sheet. Plan in place for packing up of resources including providing resources to CYMHS.	MG  LJ/LG	  4/12/13
	Nursing Staff	Major risk identified – inadequate nursing staff has been an issue on some shifts. Follow up with WB.	LG	4/12/13
	Medical Staff	Registrar last day Wednesday 28 November 2013. Work load will increase with the departure of the Registrar including discharge summaries. AB to ask Angela Clarke to assist in the review of the discharge summaries. AB on leave from 27 January 2014. At the next meeting medical coverage for leave will be discussed.		
2	Consumers			
3	Communication	Held over until next meeting.		

4	Transition Services	LG provided an update on the proposed Transition Services currently being planned in conjunction with Aftercare including the Holiday Program, Support Accommodation and Day Program. Currently waiting on DG approval to proceed formally. BAC staff need to be informed about what is happening. Fact sheet to be developed. Concerns noted from group about the role of the NGO as this is a new approach for mental health services to undertake. MG to be part of the transition planning process. Invite MG to future meetings.	LJ LJ	
5	Statewide Project Update	Children's Health Queensland has developed a plan for future models of care. Currently conducting consultations with various stakeholders. Model of care to be presented to parents and carers at information session being held on 11 December 2013.		
6	Risk/Issue Register	See updated register attached.		

Next meeting: Wednesday 11 December at 11:30am

## BARRETT ADOLESCENT CENTRE UPDATE MEETING

### Agenda

#### 1. Meeting Details:

**Day and Date** Wednesday 4 December 2013 11.30am to 12.30pm  
**Venue** Office of Executive Director, Mental Health and Specialised Services

#### 2. Attendees:

Leanne Geppert	Chair – A/Director of Strategy	LG
Sharon Kelly	Executive Director – Mental Health and Specialised Services	SK
Will Brennan	A/Director of Nursing	WB
Michelle Giles	Director, Allied Health and Mental Health Community Programs	MG
Terry Steadman	Director of Clinical Services	TS
Anne Brennan	Clinical Director – BAC	AB
Elisabeth Hoehn	Program Director – Future Families	EH
Naomi Ford	Communication and Community Engagement	NF
Laura Johnson	Project Officer Mental Health and Specialised Services	LJ

#### 3. Apologies:

#### 4. Agenda:

	TOPIC	BY
1	Staff	AB, MG & WB
	Medical Coverage for Leave	AB
2	Consumers	AB
3	Communication	LG
4	Transition Services	LG
5	Statewide Project Update	LG
6	Issue Register	All

**Next meeting:** Wednesday 11 December 2013

## BAC Weekly Update Meeting

## Issues Register

Issue No.	Issue	Raised By	Date Raised	To be actioned By	Urgency	Outcome	Date of Completion
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						training requires registrar to see at least 5 adolescent cases & 5 prepubescent cases. Registrar to remain at BAC until end of November and then transfer to CFTU for rest of placement to have opportunity to see younger children. Also to undertake site visit to CHQ infant mental health team to participate in case conference. Anne to supervise Barrett part of placement & Elisabeth to supervise CFTU part. WMHS to continue funding for CFTU transfer, with registrar returning to BAC to cover Anne over Christmas/New Year if required. Registrar to be given support by Anne, Darren & Elisabeth to manage the disruption surrounding the placement and ensure a positive
2	Will placement at BAC be sufficient to meet regis	Elisabeth	11.09.2013	Elisabeth & Darren	Immediate &	
3	Management of media following Health Minister announcement in parliament	Sharon	12.09.2012	Sharon & Leanne	Immediate	Media briefed appropriately with generic information, not identifying patients or families
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6	Need for directive from WMHS stating clearly plans for closure and a decision about not accepting any further admissions (inpatient or day program) due to the instability & inability to plan discharge or manage the waiting list in the context of ongoing uncertainty	Elisabeth & Anne	13.09.2013	Sharon & Leanne	Immediate	Including verbal briefing of patient

22.10.2013



						Regular clinical review & risk assessments & emotional containment of patients by Anne & registrar & appropriate clinical responses. Support of staff to contain ward milieu. Regular communication with parents to contain anxiety. Comprehensive discharge planning and complex case discussions where required.
7	Safety of patients with growing instability, staff anxiety	Anne & Elisabeth	16.09.2013	All	Ongoing until	
9	0.5 FTE insufficient consultant psychiatrist time	Anne & Elisabeth	16.09.2013	Darren	Immediate	Increase Anne's hours to 36 hours per week
10	Increased support needed for nursing staff; Vanessa overwhelmed with administrative duties & required to be involved in discharge planning	Anne & Elisabeth	16.09.2013	Will	Immediate	Vanessa returned to CNC role to support Anne & new acting NUM appointed to manage administrative tasks on ward.
11	Increased administrative support for Anne & computer access for Anne	Anne & Elisabeth	16.09.2013	Sharon	Immediate	Anne informed of availability of AO on ward & AO line manager to be notified, dictaphone & additional laptop organised for Anne's office
12	Concerns regarding roles of allied health staff going forward	Anne & Elisabeth	16.09.2013	Michelle & Lorraine	Ongoing	Senior allied health staff reviewed current situation and provide ongoing staff support toward closure
13	Limited activities for young people resulting in boredom & potential for deteriorating mental health	Anne & Elisabeth	16.09.2013	Will & Padraig	Ongoing	Explore with staff opportunities to plan regular appropriate therapeutic activities appropriate to this age group
14	Inadequate clinical documentation	Anne & Elisabeth	19.09.2013	Anne & Padraig	Immediate	Clinical reviews documented in CIMHA and file notes appropriately updated in timely fashion

14.10.2013

					Establish collaborative care management panels around each young person to be called Transition Care Panels, Elisabeth to become a member of Steering Committee in place of Trevor, Leanne to review transition working group as part of future planning process and replace with transition Care Panels. Need core medical, nursing, allied health & education representation on panels with additional coopted members specific to each young person.
15	Need for clear transition care plans for patients to support discharge	Anne & Leanne	19.09.2013	Anne, Elisabeth & Leanne	Immediate
16	Workforce decommissioning	Sharon & Leanne	25.09.2013	WMHS Executive	Ongoing
17	Management boundaries	Sharon	25.09.2013	WMHS Executive	Ongoing
18	Engagement with other HHS and external services	Anne	16.10.2013	Anne, Elisabeth, Leanne	Ongoing

19	Patient files stored inappropriately on ward	Anne	16.10.2013	Will, Padraig, Sharon	Immediate	Files to be relocated to appropriate storage services, administration directive to be provided
20	Mitigate risk of fire management on ward	Anne	16.10.2013	Ward NUM	Immediate	Potential for self-harm and/or property damage by young person using fire. NUM organising fire safety training for ward to ensure processes and skills are current and risks can be mitigated
21	Commitment of support to family of young person transferred to inpatients unit at beginning of crisis	Leanne	16.10.2013	Leanne	Ongoing	Provide support through consultation and liaison with with parental consent
22	Independent meetings involving unions, parents, school staff and young people	Anne	17.10.2013	WMHS Executive, Educ	Ongoing	Need to have clear boundaries in place to maintain mental health of young people & safety & stability of ward milieu. Directive from Anne advising not medically recommended for young people to be involved. Anne to provide weekly updates & contact with most anxious parents to support them in managing transition. WMHS executive to work with regional director of education to manage transition for education staff and provide them with greater containment.

**From:** Laura Johnson  
**Sent:** 10 Dec 2013 11:12:39 +1000  
**To:** Elisabeth Hoehn;Michelle Giles;Naomi Ford;Sharon Kelly;Anne Brennan;Leanne Geppert;Terry Stedman  
**Subject:** BAC Update Meeting Agenda, Draft Actions and Issue Register  
**Attachments:** BAC\_Update\_Meeting\_Agenda\_111213.doc,  
BAC\_Update\_Meeting\_Actions\_041213.doc, Issues Register\_031213.xls

Good morning,

Please find attached the agenda, draft actions from the previous meeting and issue register for the BAC Update meeting tomorrow.

Can you please let me know if you have any new issues for inclusion to the register.

If you need to teleconference in to the meeting please use the details below:

Dial In: [REDACTED]

Passcode: [REDACTED]

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

---

West Moreton Hospital and Health Service

T: [REDACTED]

E: [REDACTED]

The Park - Centre for Mental Health  
Administration Building, Cnr Ellerton Drive and Wolston Park Rd, Wacol, QLD 4076  
Locked Bag 500, Sumner Park BC, QLD 4074

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## BARRETT ADOLESCENT CENTRE (BAC) UPDATE MEETING

### Meeting Details

Day and Date      Wednesday 4 December 2013

### 1. Attendees

Name	Position
Sharon Kelly (SK)	Chair - Executive Director, A/Executive Director, Mental Health and Specialised Services
Leanne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Naomi Ford (NF)	Communication and Community Engagement
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

### 2. Apologies

Will Brennan (WB)      Director of Nursing, Mental Health and Specialised Services

### 3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Allied Health	One staff member on leave now until January. Two staff member will finish at the end of December. If additional allied health support is required staff from within West Moreton can provide assistance.		
	Nursing Staff	Nursing roster not to factor favouritism. A number of new casual nurses due lack of permanent staff. Nurses are concerned about security of employment/futures. Some nurses already have found other jobs. SK to follow up with WB.		
	Medical Staff	AB taking leave from 27 December until 3 January. Registrar to come back and provide coverage. To ring consultant on call morning and afternoon. Children's Health Queensland will also continue to provide consultant roster EH will be away from 20 December for two weeks.	AB	18/12/2013
2	Consumers			
			LJ	11/12/2013

3	Communication	Staff communiqué to go out today. MG raised that it was important to have a communication strategy to inform key stakeholders about the transition services.		
4	Transition Services	Covered in item 5.	LJ  LJ	
5	Statewide Project Update	LG provided an update on the Transition Services, currently still awaiting DG approval. Once formal approval has been received announcements can be made. Currently looking at two potential sites (Greenslopes and Woolloongabba) for Residential and Day Program. A joint meeting has been held between Aftercare and the BAC Clinical Team to progress the Holiday Program. Initial concerns around governance, safety and risk and delivery of program (eg. BAC staff role) were tabled. Work is progressing to develop a governance framework to alleviate these concerns. Attendance to the program will be via invitation only and parents will need to provide consent.		
6	Risk/Issue Register	See register attached.		

Next meeting: Wednesday 11 December at 11:30am

**BARRETT ADOLESCENT CENTRE UPDATE MEETING****Agenda****1. Meeting Details:**

**Day and Date** Wednesday 11 December 2013 1.00pm to 2.00pm  
**Venue** Office of Executive Director, Mental Health and Specialised Services  
**Teleconference** Dial in – [REDACTED]

**2. Attendees:**

Sharon Kelly	Chair - Executive Director, Mental Health and Specialised Services (Chair)	SK
Leanne Geppert	A/Director of Strategy, Mental Health and Specialised Services	LG
Will Brennan	Director of Nursing	WB
Michelle Giles	Director, Allied Health and Mental Health Community Programs	MG
Terry Steadman	Director of Clinical Services	TS
Anne Brennan	A/Clinical Director – BAC	AB
Elisabeth Hoehn	Program Director – Future Families	EH
Naomi Ford	Communication and Community Engagement	NF
Laura Johnson	Project Officer, Mental Health and Specialised Services	LJ

**3. Apologies:****4. Agenda:**

TOPIC		BY
1	Staff	AB, MG & WB
	Medical Coverage for Leave	AB
2	Consumers	AB
3	Communication	LG/NF
4	Statewide Project Update Transition Services	SK/LG
5	Issue Register	All

**Next meeting:** Wednesday 18 December 2013

## BAC Weekly Update Meeting

## Issues Register

Issue No.	Issue	Raised By	Date Raised	To be actioned By	Urgency	Outcome	Date of Completion
1	Observational categories used on ward	Will & Padraig	11.09.2013	Anne & Elisabeth	Immediate	5 minute obs category ceased. Only to use standard Cat red/blue/green to avoid confusion & miscommunication, placing young people at risk	11.09.2013
2	After hours adolescent mental health consultant cover for BAC	Darren & Sharon	11.09.2013	Elisabeth & Darren	Immediate	Consultants on CHQ after hours child & adolescent consultant roster to provide cover. All consultants notified, credentialled to work in WMHS & approved as Authorised Doctors in WMHS. Anne to brief consultants of any issues each day & consultants to provide Anne with email feedback if called.	



						training requires registrar to see at least 5 adolescent cases & 5 prepubescent cases. Registrar to remain at BAC until end of November and then transfer to CFTU for rest of placement to have opportunity to see younger children. Also to undertake site visit to CHQ infant mental health team to participate in case conference. Anne to supervise Barrett part of placement & Elisabeth to supervise CFTU part. WMHS to continue funding for CFTU transfer, with registrar returning to BAC to cover Anne over Christmas/New Year if required. Registrar to be given support by Anne, Darren & Elisabeth to manage the disruption surrounding the placement and ensure a positive
2	Will placement at BAC be sufficient to meet regis	Elisabeth	11.09.2013	Elisabeth & Darren	Immediate &	
3	Management of media following Health Minister announcement in parliament	Sharon	12.09.2012	Sharon & Leanne	Immediate	Media briefed appropriately with generic information, not identifying patients or families
4	Management of BAC school staff, including their attitudes & behaviour, development of Personal education Plans for patients and closure of school	Anne & Elisabeth	12.09.2013	Sharon & Leanne	Ongoing to c	Communication with Regional Director about conduct issues, planning for school closure
5	Anxiety of parents about future management of their young people	Sharon & Leanne	12.09.2013	Sharon, Leanne & Anne	Ongoing unt	parents about clinical management by Anne. Responsive abd timely replies to parent communication by executive. Consumer Liaison Officer to offer ongoing support
6	Need for directive from WMHS stating clearly plans for closure and a decision about not accepting any further admissions (inpatient or day program) due to the instability & inability to plan discharge or manage the waiting list in the context of ongoing uncertainty	Elisabeth & Anne	13.09.2013	Sharon & Leanne	Immediate	Including verbal briefing of patient
						22.10.2013

						Regular clinical review & risk assessments & emotional containment of patients by Anne & registrar & appropriate clinical responses. Support of staff to contain ward milieu. Regular communication with parents to contain anxiety. Comprehensive discharge planning and complex case discussions where required.
7	Safety of patients with growing instability, staff anxiety	Anne & Elisabeth	16.09.2013	All	Ongoing until	
8						
9	0.5 FTE insufficient consultant psychiatrist time	Anne & Elisabeth	16.09.2013	Darren	Immediate	Increase Anne's hours to 36 hours per week
10	Increased support needed for nursing staff; Vanessa overwhelmed with administrative duties & required to be involved in discharge planning	Anne & Elisabeth	16.09.2013	Will	Immediate	Vanessa returned to CNC role to support Anne & new acting NUM appointed to manage administrative tasks on ward.
11	Increased administrative support for Anne & computer access for Anne	Anne & Elisabeth	16.09.2013	Sharon	Immediate	Anne informed of availability of AO on ward & AO line manager to be notified, dictaphone & additional laptop organised for Anne's office
12	Concerns regarding roles of allied health staff going forward	Anne & Elisabeth	16.09.2013	Michelle & Lorraine	Ongoing	Senior allied health staff reviewed current situation and provide ongoing staff support toward closure
13	Limited activities for young people resulting in boredom & potential for deteriorating mental health	Anne & Elisabeth	16.09.2013	Will & Padraig	Ongoing	Explore with staff opportunities to plan regular appropriate therapeutic activities appropriate to this age group
14	Inadequate clinical documentation	Anne & Elisabeth	19.09.2013	Anne & Padraig	Immediate	Clinical reviews documented in CIMHA and file notes appropriately updated in timely fashion

14.10.2013

						Establish collaborative care management panels around each young person to be called Transition Care Panels, Elisabeth to become a member of Steering Committee in place of Trevor, Leanne to review transition working group as part of future planning process and replace with transition Care Panels. Need core medical, nursing, allied health & education representation on panels with additional coopted members specific to each young person.
15	Need for clear transition care plans for patients to support discharge	Anne & Leanne	19.09.2013	Anne, Elisabeth & Leanne	Immediate	
16	Workforce decommissioning	Sharon & Leanne	25.09.2013	WMHS Executive	Ongoing	Briefing of unions has occurred. HR will manage decommissioning individually with staff. Liaise with Regional Director of Education to close BAC school - will need to develop a timeline around this. Staff will need clear communication and information at each step of the way and then ongoing support to manage not only the change but issues of grief surrounding the closure of BAC.
17	Management boundaries	Sharon	25.09.2013	WMHS Executive	Ongoing	Clinical management of young people at BAC & decommissioning of BAC is the responsibility of WMHS. Confine membership of this weekly review meeting to members supporting work of WMHS in decommissioning BAC
18	Engagement with other HHS and external services	Anne	16.10.2013	Anne, Elisabeth, Leanne	Ongoing	transition care panels have identified deficit in knowledge of existing services, difficulty in engaging services to accept ongoing care of young people, resistance of young people, parents & staff in engaging with transition processes, lack of available services in communities in this transition phase

19	Patient files stored inappropriately on ward	Anne	16.10.2013	Will, Padraig, Sharon	Immediate	Files to be relocated to appropriate storage services, administration directive to be provided
20	Mitigate risk of fire management on ward	Anne	16.10.2013	Ward NUM	Immediate	Potential for self-harm and/or property damage by young person using fire. NUM organising fire safety training for ward to ensure processes and skills are current and risks can be mitigated
21	Commitment of support to family of young person transferred to Mater inpatients unit at beginning of crisis	Leanne	16.10.2013	Leanne	Ongoing	Provide support through consultation and liaison with Mater with parental consent
22	Independent meetings involving unions, parents, school staff and young people	Anne	17.10.2013	WMHS Executive, Educ	Ongoing	Need to have clear boundaries in place to maintain mental health of young people & safety & stability of ward milieu. Directive from Anne advising not medically recommended for young people to be involved. Anne to provide weekly updates & contact with most anxious parents to support them in managing transition. WMHS executive to work with regional director of education to manage transition for education staff and provide them with greater containment.

**From:** Laura Johnson  
**Sent:** 17 Dec 2013 13:57:47 +1000  
**To:** Elisabeth Hoehn;Michelle Giles;Naomi Ford;Anne Brennan;Leanne Geppert;Terry Stedman;William Brennan  
**Subject:** BAC Update Meeting - Wednesday 18 December  
**Attachments:** BAC\_Update\_Meeting\_Agenda\_181213.doc,  
BAC\_Transition\_Care\_Planning\_Meeting\_111213.doc, Issues Register\_031213.xls

Good afternoon,

Please find attached the agenda, actions from transition planning meeting and issue register for the BAC Update meeting tomorrow.

Can you please let me know if you any new issues for inclusion to the register.

If you need to teleconference in to the meeting please use the details below:

Dial In: [REDACTED]

Passcode: [REDACTED]

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

T: [REDACTED]

E: [REDACTED]

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## BARRETT ADOLESCENT CENTRE TRANSITION CARE PLANNING MEETING

### Meeting Details

**Day and Date** Wednesday 11 December 2013

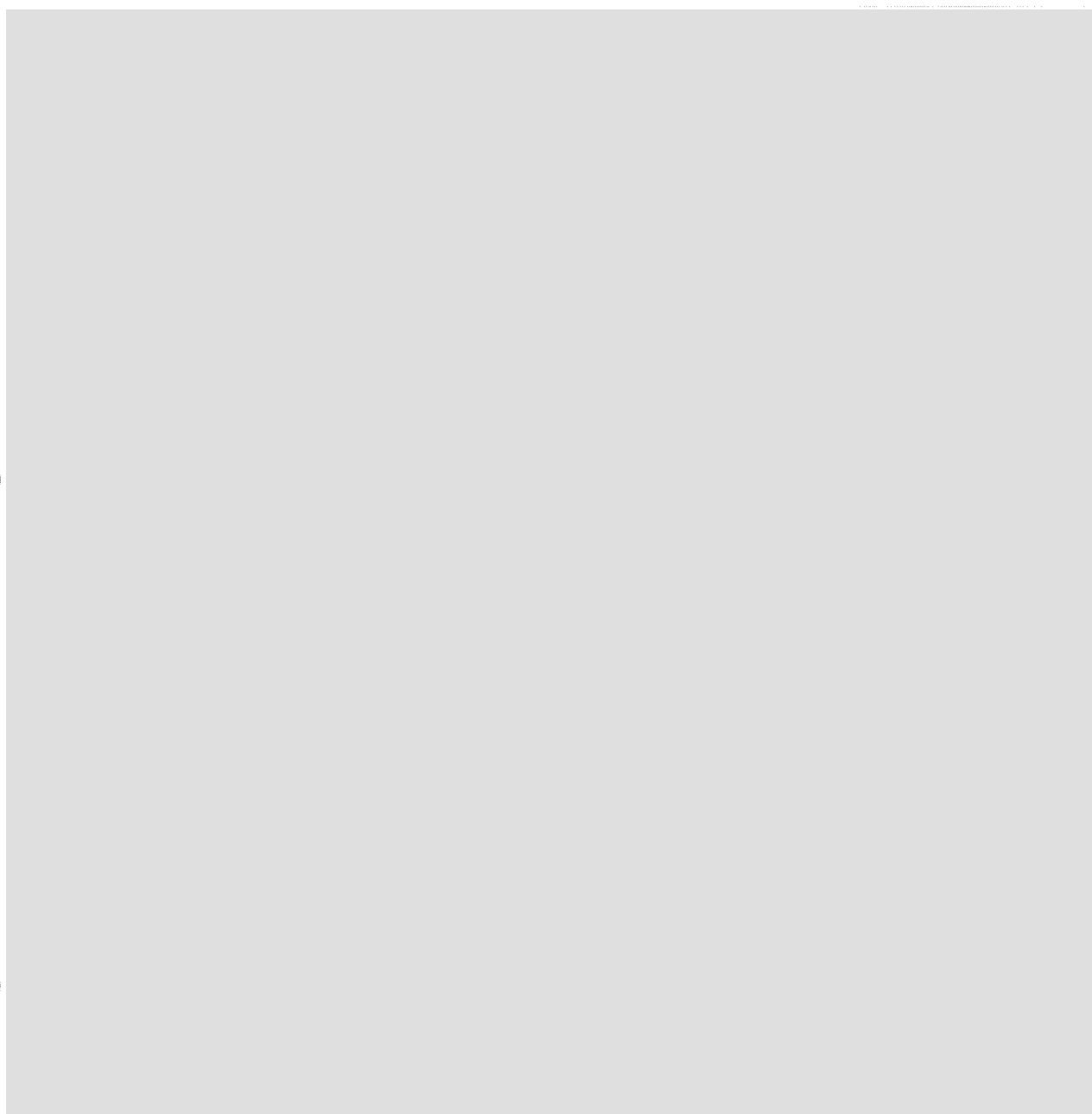
### 1. Attendees

Name	Position
Leanne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Will Brennan (WB)	Director of Nursing, Mental Health and Specialised Services
Padraig McGrath	Nursing Director, Secure Services
Sharon Kelly (SK)	Executive Director, Mental Health and Specialised Services
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

### 2. Apologies

Nil

### 3. Discussion



Other Actions for Follow Up	<p>Final costs for Aftercare Transition Services</p> <p>Adequate nursing staff is a major risk, to be added to risk register</p> <p>Engagement of patients in the Holiday Program will be done via a contract. If day patient does not commit to the Holiday Program they will be discharged to services as per transition plan.</p>	<p>LG follow up</p> <p>IF</p> <p>LJ</p> <p>LJ to draft contract</p>	
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**BARRETT ADOLESCENT CENTRE UPDATE MEETING****Agenda****1. Meeting Details:**

**Day and Date** Wednesday 18 December 2013 11.30am to 12.30pm  
**Venue** Office of Executive Director, Mental Health and Specialised Services  
**Teleconference** Dial in – [REDACTED]

**2. Attendees:**

Leanne Geppert	Chair - A/Executive Director, Mental Health and Specialised Services	LG
Will Brennan	Director of Nursing	WB
Michelle Giles	Director, Allied Health and Mental Health Community Programs	MG
Terry Steadman	Director of Clinical Services	TS
Anne Brennan	A/Clinical Director – BAC	AB
Elisabeth Hoehn	Program Director – Future Families	EH
Naomi Ford	Communication and Community Engagement	NF
Laura Johnson	Project Officer, Mental Health and Specialised Services	LJ

**3. Apologies:**

Sharon Kelly	Chair - Executive Director, Mental Health and Specialised Services (Chair)	SK
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**4. Agenda:**

TOPIC		BY
1	Staff	AB, MG & WB
	Closure date – nursing roster (contingency)	WF/LG
2	Consumers	AB
3	Communication	LG/NF
4	Statewide Project Update Transition Services	SK/LG
5	Issue Register	All

**Next meeting:** Wednesday 8 January 2013



○ BAC Weekly Update Meeting ○

### Issues Register

Issue No.	Issue	Raised By	Date Raised	To be actioned By	Urgency	Outcome	Date of Completion
1	Observational categories used on ward	Will & Padraig	11.09.2013	Anne & Elisabeth	Immediate	5 minute obs category ceased. Only to use standard Cat red/blue/green to avoid confusion & miscommunication, placing young people at risk	11.09.2013
2	After hours adolescent mental health consultant cover for BAC	Darren & Sharon	11.09.2013	Elisabeth & Darren	Immediate	Consultants on CHQ after hours child & adolescent consultant roster to provide cover. All consultants notified, credentialled to work in WMHS & approved as Authorised Doctors in WMHS. Anne to brief consultants of any issues each day & consultants to provide Anne with email feedback if called.	

						training requires registrar to see at least 5 adolescent cases & 5 prepubescent cases. Registrar to remain at BAC until end of November and then transfer to CFTU for rest of placement to have opportunity to see younger children. Also to undertake site visit to CHQ infant mental health team to participate in case conference. Anne to supervise Barrett part of placement & Elisabeth to supervise CFTU part. WMHS to continue funding for CFTU transfer, with registrar returning to BAC to cover Anne over Christmas/New Year if required. Registrar to be given support by Anne, Darren & Elisabeth to manage the disruption surrounding the placement and ensure a positive
2	Will placement at BAC be sufficient to meet regis	Elisabeth	11.09.2013	Elisabeth & Darren	Immediate &	
3	Management of media following Health Minister announcement in parliament	Sharon	12.09.2012	Sharon & Leanne	Immediate	Media briefed appropriately with generic information, not identifying patients or families
4	Management of BAC school staff, including their attitudes & behaviour, development of Personal education Plans for patients and closure of school	Anne & Elisabeth	12.09.2013	Sharon & Leanne	Ongoing to c	Communication with Regional Director about conduct issues, planning for school closure
5	Anxiety of parents about future management of their young people	Sharon & Leanne	12.09.2013	Sharon, Leanne & Anne	Ongoing unt	parents about clinical management by Anne. Responsive abd timely replies to parent communication by executive. Consumer Liaison Officer to offer ongoing support
6	Need for directive from WMHS stating clearly plans for closure and a decision about not accepting any further admissions (inpatient or day program) due to the instability & inability to plan discharge or manage the waiting list in the context of ongoing uncertainty	Elisabeth & Anne	13.09.2013	Sharon & Leanne	Immediate	Including verbal briefing of patient

22.10.2013

7	Safety of patients with growing instability, staff anxiety	Anne & Elisabeth	16.09.2013	All	Ongoing until	Regular clinical review & risk assessments & emotional containment of patients by Anne & registrar & appropriate clinical responses. Support of staff to contain ward milieu. Regular communication with parents to contain anxiety. Comprehensive discharge planning and complex case discussions where required.	
8							
9	0.5 FTE insufficient consultant psychiatrist time	Anne & Elisabeth	16.09.2013	Darren	Immediate	Increase Anne's hours to 36 hours per week	
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					Establish collaborative care management panels around each young person to be called Transition Care Panels, Elisabeth to become a member of Steering Committee in place of Trevor, Leanne to review transition working group as part of future planning process and replace with transition Care Panels. Need core medical, nursing, allied health & education representation on panels with additional coopted members specific to each young person.
15	Need for clear transition care plans for patients to support discharge	Anne & Leanne	19.09.2013	Anne, Elisabeth & Leanne	Immediate
16	Workforce decommissioning	Sharon & Leanne	25.09.2013	WMHS Executive	Ongoing
17	Management boundaries	Sharon	25.09.2013	WMHS Executive	Ongoing
18	Engagement with other HHS and external service	Anne	16.10.2013	Anne, Elisabeth, Leanne	Ongoing

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**From:** Laura Johnson  
**Sent:** 16 Jan 2014 15:36:44 +1000  
**To:** Elisabeth Hoehn  
**Subject:** BAC Issue Register  
**Attachments:** Issues Register\_031213.xls

Hi Elisabeth,

Please attached the latest version of the Issue Register that I have. Please let me know if you have additional issues or want to discuss further.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

T: [REDACTED]  
E: [REDACTED]

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Locked Bag 500, Sumner Park BC, QLD 4074

[www.health.qld.gov.au](http://www.health.qld.gov.au)

## BAC Weekly Update Meeting

## Issues Register

Issue No.	Issue	Raised By	Date Raised	To be actioned By	Urgency	Outcome	Date of Completion
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2	Will placement at BAC be sufficient to meet registrar training requirements	Elisabeth	11.09.2013	Elisabeth & Darren	Immediate & ongoing	RANZCP child & adolescent training requires registrar to see at least 5 adolescent cases & 5 prepubescent cases. Registrar to remain at BAC until end of November and then transfer to CFTU for rest of placement to have opportunity to see younger children. Also to undertake site visit to CHQ infant mental health team to participate in case conference. Anne to supervise Barrett part of placement & Elisabeth to supervise CFTU part. WMHS to continue funding for CFTU transfer, with registrar returning to BAC to cover Anne over Christmas/New Year if required. Registrar to be given support by Anne, Darren & Elisabeth to manage the disruption surrounding the placement and ensure a positive training experience.	
3	Management of media following Health Minister announcement in parliament	Sharon	12.09.2012	Sharon & Leanne	Immediate	Media briefed appropriately with generic information, not identifying patients or families	
4	Management of BAC school staff, including their attitudes & behaviour, development of Personal Education Plans for patients and closure of school	Anne & Elisabeth	12.09.2013	Sharon & Leanne	Ongoing to closure of school	Communication with Regional Director about conduct issues, planning for school closure	
5	Anxiety of parents about future management of their young people	Sharon & Leanne	12.09.2013	Sharon, Leanne & Anne	Ongoing until closure of BAC	parents about clinical management by Anne. Responsive and timely replies to parent communication by executive. Consumer Liaison Officer to offer ongoing support	
6	Need for directive from WMHS stating clearly plans for closure and a decision about not accepting any further admissions (inpatient or day program) due to the instability & inability to plan discharge or manage the waiting list in the context of ongoing uncertainty	Elisabeth & Anne	13.09.2013	Sharon & Leanne	Immediate	Including verbal briefing of patients, parents, staff & school, followed by staff communicate & factsheet & email memo to all HHS NHS executive staff	22.10.2013

					Regular clinical review & risk assessments & emotional containment of patients by Anne & registrar & appropriate clinical responses. Support of staff to contain ward milieu. Regular communication with parents to contain anxiety. Comprehensive discharge planning and complex case discussions where required.	
7	Safety of patients with growing instability, staff anxiety	Anne & Elisabeth	16.09.2013	All	Ongoing until closure of BAC	
8						
9	0.5 FTE insufficient consultant psychiatrist time	Anne & Elisabeth	16.09.2013	Darren	Immediate	Increase Anne's hours to 10 hours per week
10	Increased support needed for nursing staff; Vanessa overwhelmed with administrative duties & required to be involved in discharge planning	Anne & Elisabeth	16.09.2013	Will	Immediate	Vanessa returned to CNC role to support Anne & new acting NUM appointed to manage administrative tasks on ward. 14.10.2013
11	Increased administrative support for Anne & computer access for Anne	Anne & Elisabeth	16.09.2013	Sharon	Immediate	Anne informed of availability of AO on ward & AO line manager to be notified, disaphone & additional laptop organised for Anne's office
12	Concerns regarding roles of allied health staff going forward	Anne & Elisabeth	16.09.2013	Michelle & Lorraine	Ongoing	Senior allied health staff reviewed current situation and provide ongoing staff support toward closure
13	Limited activities for young people resulting in boredom & potential for deteriorating mental health	Anne & Elisabeth	16.09.2013	Will & Padraig	Ongoing	Explore with staff opportunities to plan regular appropriate therapeutic activities appropriate to this age group
14	Inadequate clinical documentation	Anne & Elisabeth	19.09.2013	Anne & Padraig	Immediate	Clinical reviews documented in CIMHA and file notes appropriately updated in timely fashion
15	Need for clear transition care plans for patients to support discharge	Anne & Leanne	19.09.2013	Anne, Elisabeth & Leanne	Immediate	Establish collaborative care management panels around each young person to be called Transition Care Panels, Elisabeth to become a member of Steering Committee in place of Trevor, Leanne to review transition working group as part of future planning process and replace with transition Care Panels. Need core medical, nursing, allied health & education representation on panels with additional coopted members specific to each young person
16	Workforce decommissioning	Sharon & Leanne	25.09.2013	WMHS Executive	Ongoing	Briefing of unions has occurred. HR will manage decommissioning individually with staff. Liaise with Regional Director of Education to close BAC school - will need to develop a timeline around this. Staff will need clear communication and information at each step of the way and then ongoing support to manage not only the change but issues of grief surrounding the closure of BAC
17	Management boundaries	Sharon	25.09.2013	WMHS Executive	Ongoing	Clinical management of young people at BAC & decommissioning of BAC is the responsibility of WMHS. Confine membership of this weekly review meeting to members supporting work of WMHS in decommissioning BAC
18	Engagement with other HHS and external service providers to ensure wrap around packages for the safe and appropriate discharge of young people from BAC	Anne	16.10.2013	Anne, Elisabeth, Leanne	Ongoing	Transition care panels have identified deficit in knowledge of existing services, difficulty in engaging services to accept ongoing care of young people, resistance of young people, parents & staff in engaging with transition processes, lack of available services in communities in this transition phase
19	Patient files stored inappropriately on ward	Anne	16.10.2013	Will, Padraig, Sharon	Immediate	Files to be relocated to appropriate storage services, administration directive to be provided
20	Mitigate risk of fire management on ward	Anne	16.10.2013	Ward NUM	Immediate	Potential for self-harm and/or property damage by young person using fire. NUM organising fire safety training for ward to ensure processes and skills are current and risks can be mitigated



21	Commitment of support to family of young person transferred to [redacted] patients unit at beginning of crisis	Leanne	16.10.2013	Leanne	Ongoing	Provide support through consultation and liaison with [redacted] with parental consent	
22	Independent meetings involving unions, parents, school staff and young people	Anne	17.10.2013	WMHS Executive, Education Regional Director	Ongoing	Need to have clear boundaries in place to maintain mental health of young people & safety & stability of ward milieu. Directive from Anne advising not medically recommended for young people to be involved. Anne to provide weekly updates & contact with most anxious parents to support them in managing transition. WMHS executive to work with regional director of education to manage transition for education staff and provide them with greater containment.	
23	Inadequate nursing staff as been identified as an issue on some shifts	Leanne	28.11.2013	Will	Immediate	Ensure adequate nursing staff are rostered on each shift.	4.12.2013

**From:** Laura Johnson  
**Sent:** 21 Jan 2014 11:15:03 +1000  
**To:** Elisabeth Hoehn; Anne Brennan; Leanne Geppert; Michelle Giles; Sharon Kelly; Terry Stedman; William Brennan  
**Subject:** BAC Weekly Update Meeting Agenda and Draft Actions  
**Attachments:** Issues Register\_210114.xls,  
BAC\_Update\_Meeting\_Actions\_150114.doc, BAC\_Update\_Meeting\_Agenda\_220114.doc

Good morning,

Please find attached the agenda for tomorrow's meeting, along with the draft actions from the previous meeting.

Also attached for your information is the issue register which will be tabled at the meeting.

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

T: [REDACTED]

E: [REDACTED]

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## BARRETT ADOLESCENT CENTRE (BAC) UPDATE MEETING

### Meeting Details

Day and Date      Wednesday 15 January 2014

### 1. Attendees

Name	Position
Leanne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

### 2. Apologies

Will Brennan (WB)	Director of Nursing, Mental Health and Specialised Services
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### 3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Staff	HR process is underway for all staff including matching against vacancies within division. Currently working towards closure date of 24 January 2014, but is dependent of needs of consumers. The holiday program finishes on 23 January 2013.		
2	Consumers		LJ	15/01/2014

3	Communication	LG and SK to discuss announcements out of meeting. No closure date to be communicated.		
4	Statewide Project Update Transition Services	LG and LJ going on site visit to Greenslopes this Thursday. Service Agreement is being finalised by CHQ with Aftercare.		
5	Risk/Issue Register	See register attached. To be tabled at the next meeting to finalise all outstanding issues.		

		Send register to EH.	LJ	22/01/2014
6	General Business	School is opening in Yeronga on 28 January 2014. BAC staff member will be School Nurse. SK to follow up with EQ. Need to arrange a suitable timing for debrief including the write up of the process.		

Next meeting: Wednesday 22 January at 11:30am

**BARRETT ADOLESCENT CENTRE UPDATE MEETING****Agenda****1. Meeting Details:**

**Day and Date** Wednesday 22 January 2014 11.30am to 12.30pm  
**Venue** Office of Executive Director, Mental Health and Specialised Services  
**Teleconference** Dial in –

**2. Attendees:**

Sharon Kelly	Chair - Executive Director, Mental Health and Specialised Services (Chair)	SK
Will Brennan	Director of Nursing	WB
Michelle Giles	Director, Allied Health and Mental Health Community Programs	MG
Terry Steadman	Director of Clinical Services	TS
Anne Brennan	A/Clinical Director – BAC	AB
Elisabeth Hoehn	Program Director – Future Families	EH
Laura Johnson	Project Officer, Mental Health and Specialised Services	LJ

**3. Apologies:**

Leanne Geppert	A/Director, Mental Health and Specialised Services	LG
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**4. Agenda:**

TOPIC		BY
1	Staff	AB, MG & WB
2	Consumers	AB
3	Communication	LJ
4	Statewide Project Update Transition Services	SK/LJ
5	Issue Register	All

**Next meeting:** 29 January 2014

## BAC Weekly Update Meeting

## Issues Register

Issue No.	Issue	Raised By	Date Raised	To be actioned By	Urgency	Outcome	Date of Completion
1	Observational categories used on ward	Will & Padraig	11.09.2013	Anne & Elisabeth	Immediate	5 minute obs category ceased. Only to use standard Cat red/blue/green to avoid confusion & miscommunication, placing young people at risk	11.09.2013
2	After hours adolescent mental health consultant cover for BAC	Darren & Sharon	11.09.2013	Elisabeth & Darren	Immediate	Consultants on CHQ after hours child & adolescent consultant roster to provide cover. All consultants notified, credentialed to work in WMHS & approved as Authorised Doctors in WMHS. Anne to brief consultants of any issues each day & consultants to provide Anne with email feedback if called.	completed
2	Will placement at BAC be sufficient to meet registrar training requirements	Elisabeth	11.09.2013	Elisabeth & Darren	Immediate & ongoing	RANZCP child & adolescent training requires registrar to see at least 5 adolescent cases & 5 prepubescent cases. Registrar to remain at BAC until end of November and then transfer to CFTU for rest of placement to have opportunity to see younger children. Also to undertake site visit to CHQ infant mental health team to participate in case conference. Anne to supervise Barrett part of placement & Elisabeth to supervise CFTU part. WMHS to continue funding for CFTU transfer, with registrar returning to BAC to cover Anne over Christmas/New Year if required. Registrar to be given support by Anne, Darren & Elisabeth to manage the disruption surrounding the placement and ensure a positive training experience.	completed
3	Management of media following Health Minister announcement in parliament	Sharon	12.09.2012	Sharon & Leanne	Immediate	Media briefed appropriately with generic information, not identifying patients or families	
4	Management of BAC school staff, including their attitudes & behaviour, development of Personal education Plans for patients and closure of school	Anne & Elisabeth	12.09.2013	Sharon & Leanne	Ongoing to closure of school	Communication with Regional Director about conduct issues, planning for school closure	
5	Anxiety of parents about future management of their young people	Sharon & Leanne	12.09.2013	Sharon, Leanne & Anne	Ongoing until closure of BAC	parents about clinical management by Anne. Responsive and timely replies to parent communication by executive. Consumer Liaison Officer to offer ongoing support	
6	Need for directive from WMHS stating clearly plans for closure and a decision about not accepting any further admissions (inpatient or day program) due to the instability & inability to plan discharge or manage the waiting list in the context of ongoing uncertainty	Elisabeth & Anne	13.09.2013	Sharon & Leanne	Immediate	Including verbal briefing of patients, parents, staff & school, followed by staff communique & factsheet & email memo to all HHS MHS executive staff	22.10.2013

					Regular clinical review & risk assessments & emotional containment of patients by Anne, registrar & appropriate clinical responses. Support of staff to contain ward milieu. Regular communication with parents to contain anxiety. Comprehensive discharge planning and complex case discussions where required.	
7	Safety of patients with growing instability, staff anxiety	Anne & Elisabeth	16.09.2013	All	Ongoing until closure of BAC	
8						
9	0.5 FTE insufficient consultant psychiatrist time	Anne & Elisabeth	16.09.2013	Darren	Immediate	Increase Anne's hours to 36 hours per week
10	Increased support needed for nursing staff, Vanessa overwhelmed with administrative duties & required to be involved in discharge planning	Anne & Elisabeth	16.09.2013	Will	Immediate	Vanessa returned to CNC role to support Anne & new acting NUM appointed to manage administrative tasks on ward. 14.10.2013
11	Increased administrative support for Anne & computer access for Anne	Anne & Elisabeth	16.09.2013	Sharon	Immediate	Anne informed of availability of AO on ward & AO line manager to be notified, dictaphone & additional laptop organised for Anne's office
12	Concerns regarding roles of allied health staff going forward	Anne & Elisabeth	16.09.2013	Michelle & Lorraine	Ongoing	Senior allied health staff reviewed current situation and provide ongoing staff support toward closure
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16	Workforce decommissioning	Sharon & Leanne	25.09.2013	WMHS Executive	Ongoing	Briefing of unions has occurred. HR will manage decommissioning individually with staff. Liaise with Regional Director of Education to close BAC school - will need to develop a timeline around this. Staff will need clear communication and information at each step of the way and then ongoing support to manage not only the change but issues of grief surrounding the closure of BAC.
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21	Commitment of support to family of young person transferred to inpatients unit at beginning of crisis	Leanne	16.10.2013	Leanne	Ongoing	Provide support through consultation and liaison with parent with parental consent	
22	Independent meetings involving unions, parents, school staff and young people	Anne	17.10.2013	WMHS Executive, Education Regional Director	Ongoing	Need to have clear boundaries in place to maintain mental health of young people & safety & stability of ward milieu. Directive from Anne advising not medically recommended for young people to be involved. Anne to provide weekly updates & contact with most anxious parents to support them in managing transition. WMHS executive to work with regional director of education to manage transition for education staff and provide them with greater containment.	
23	Inadequate nursing staff as been identified as an issue on some shifts	Leanne	28.11.2013	Will	Immediate	Ensure adequate nursing staff are rostered on each shift.	4.12.2013

**From:** Laura Johnson  
**Sent:** 2 Dec 2013 17:50:52 +1000  
**To:** Laura Johnson;Ivan Frkovic;Marie Kelly;Stephen Stathis;Michelle  
Giles;Leanne Geppert  
**Subject:** Young People's Extended Treatment Initiative Meeting

Teleconference Details:

Dial In - [REDACTED]  
Passcode - [REDACTED]

Unfortunately I could not get videoconferencing for this meeting.

I will send an agenda out before the meeting.

Laura Johnson  
Project Officer - Redevelopment  
Mental Health & Specialised Services

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E: [REDACTED]

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**From:** Laura Johnson  
**Sent:** 4 Dec 2013 11:15:07 +1000  
**To:** Leanne Geppert  
**Subject:** YPETI Agenda, Draft ToR and Actions from Previous Meeting  
**Attachments:** Agenda\_YPETI\_041213.doc, TOR\_YPETI\_Committee\_021213.doc, Transition Service Planning Update271113.doc

Hi Leanne,

Please find attached the agenda for this afternoon meeting along with the draft ToR. Are you happy for me to send out the actions (the document you put together) from the previous meeting?

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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T: [REDACTED]

E: [REDACTED]

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West Moreton Hospital and Health Service

## Young People's Extended Treatment Initiative Meeting

### Agenda

#### Meeting Details

Wednesday 4 December 4.00pm – 5.00pm  
Conference Room  
Administration Building  
The Park

#### Attendance

Marie Kelly, A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch (MHAODB)  
Ivan Frkovic, National Operations Manager, Aftercare  
Stephen Stathis, Clinical Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS  
Leanne Geppert, A/Executive Director, Mental Health and Specialised Services (MH&SS), West Moreton Hospital and Health Service (HHS)  
Michelle Giles, Director, Allied Health and Community Mental Health Community Programs, West Moreton HHS  
Laura Johnson, Principal Project Officer, MH&SS, West Moreton HHS

ITEM NO.	DISCUSSION ITEM	RESPONSIBILITY
1	Welcome	Leanne Geppert
2	Update from West Moreton HHS	Leanne Geppert
3	Update from Aftercare	Ivan Frkovic
4	Draft Terms of Reference for YPETI Committee	Leanne Geppert and Laura Johnson

**Terms of Reference****Terms of Reference: Young People's Extended Treatment Initiative (YPETI) Committee**

Date:	2 December 2013	Review Date:	3 March 2014	Version:	1
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**1. Purpose:**

1.1 The purpose of the YPETI Committee is to: provide strategic, clinical and operational governance to the development and implementation of the West Moreton Hospital and Health Service (HHS) and Aftercare Transition Services.

**2. Scope and functions:**

2.1 The YPETI Committee will undertake the following:

- Monitor and oversee the implementation of the YPETI to ensure that project milestones and key deliverables are met in the required timeframes, and that all accountabilities are fulfilled.
- Establish, monitor and oversee the Clinical, Strategic and Operational Governance and associated processes and outputs.
- Provide a decision-making, guidance and leadership role with respect to mental health service planning, models of care, staffing issues, financial management and consumer transition associated with the project.
- Provide governance for risk management process and associated mitigation strategies, and escalate in a timely manner to the Chief Executive (CE), West Moreton HHS and the Executive Director (ED), Aftercare.
- Identify roles and responsibilities within the key stakeholder groups regarding information collection and reporting, transition of consumers, re-allocation of funding, including the identification of overlap and related roles.
- Prepare media protocol for endorsement by the CE, West Moreton HHS and ED, Aftercare.

**3. Membership (position held only):**

3.1 Members:

A/Director of Strategy, Mental Health and Specialised Services, West Moreton HHS

Director, Allied Health and Mental Health Community Programs, West Moreton HHS

A/Clinical Nurse Consultant, Barrett Adolescent Centre, West Moreton HHS

National Operations Manager, Aftercare

Program Manager, Aftercare

Clinical Director, Children's Health Queensland HHS

Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation, Children's Health Queensland HHS

A/Director, Planning and Partnership Unit, Mental Health Alcohol and Other Drugs Branch

<insert position name>

3.2 Proxies:

*Insert detail on rules around proxy involvement, eg. A proxy is permitted providing they are suitably briefed prior to the meeting, also include information as to whether only person officially acting / working in the position may attend and whether they participate in any decision-making processes of the committee.*

**4. Chairperson**

4.1 The position of Chair will be rotated between the agencies involved.

**5. Secretariat (position held only):**

5.1 Project Officer, Redevelopment, Mental Health and Specialised Services, West Moreton HHS.

**6. Reporting relationships:**

6.1 The YPETI Committee provides the following reports:

Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee

Issues unable to be resolved by <insert committee name> Committee are escalated to <insert committee name>.

**7. Sub Committees:**

**Terms of Reference**

7.1 List sub committees or working groups etc that report to this committee.

**8. Frequency of meetings:**

8.1 The meetings will be held weekly in the interim and will then be reviewed in early 2014.

**9. Quorum:**

9.1 The quorum for <insert committee name> Committee meetings will be <insert half of all detail eg, half of membership plus one>.

**10. Agenda items:**

10.1 Insert committee agreed time frame for submission of agenda items to be tabled e.g call for agenda items e.g Agenda items together with relevant discussion papers, may be submitted by any committee member not less than 48 hours prior to the meeting.

10.2 Out-of Session items can be considered where the item is urgent and must be considered before the next scheduled meeting or in circumstances when face-to-face meetings are not possible, to enable business to be progressed.

**11. Minutes:**

11.1 Minutes shall be disseminated to all members within <insert numbers of days / weeks> of the meeting.

11.2 Minutes confirmed by the committee will be forwarded to all staff within the <insert department / division> and also to the <insert relevant executive committee>.

11.3 Minutes are a business document and should capture the discussion / recommendation / decision and appoint a responsible officer and timeframe.

**12. Performance:**

12.1 <Insert Committee name> Committee will be evaluated in terms of its performance against the approved Terms of Reference, Annual <Insert Committee name> Committee Workplan and key performance indicators through an annual self-assessment.

Should the <Insert Committee name> Committee and/or its Chair identify the need, <Insert Committee name> Committee may determine a process for additional external evaluation. The self-assessment criteria are provided in the <Insert Committee name> Committee.

Consider all KPIs in relation to scope of the committee eg review what governs the committee as above.

Domain	Performance Indicator	Assessment / Reporting Timeframe	Evaluation Method
What is the area from which your Performance Indicators are derived? e.g. Tier 1 KPI	1		
	2		
e.g. ACHS Criteria	<b>Implementation of ACHS Criterion # Standards and Recommendations</b> -Ensure <insert criterion objective> is implemented and monitored. -Ensure Outcomes are audited. -Ensures recommendations are considered and implemented in accordance with risk management framework. Consistent approach to <insert criterion>.	Report on Current status of <insert Criterion> standards and recommendations.	
e.g. National Safety and Quality Health Service Standard			
e.g. National Mental Health Standard			

West Moreton Hospital and Health Service

**Terms of Reference**

e.g. HQCC Standard – HHG 1			
e.g. Relevant Legislation / Governing Bodies etc			
Risk Management	<b>All Risks</b> are reviewed, recommendations considered and implemented in accordance with risk management framework.	Report on trended Risks	

**13. Annual Committee Work Plan:**

13.1 All committees and working groups are responsible for actions throughout the annual cycle that align with the integrated planning calendar, and deliver on the purpose and functions of the committee. The committee is responsible to an Executive Committee to report on progress against the work plan on a quarterly basis via the Committee Summary and Governance Report. The work plan activities are outlined in the agenda template for ease of committee oversight and management.

**14. Access to information / confidentiality:**

14.1 Members of the committee have the right to access information and documents relevant to issues being considered within the terms of reference. It is acknowledged that certain issue being examined may be of a confidential and/or sensitive nature, which will require members of the committee, and the secretariat, to exercise discretion and ensure any confidential information is maintained and managed accordingly.

**14. Authorisation:**

These Terms of Reference may be altered following committee consultation and endorsement by <insert position> on the recommendation of the Committee.

These Terms of Reference will be reviewed in May each year along with the annual committee evaluation.

This <insert committee name> Committee was formally approved by <insert name of HHSCE / Executive Member> on

Date:

Signature:

Chairperson: <Insert name, position, division / organisation>

Date:

Signature:

## Actions from Transition Service Planning Meeting – 27 November 2013

Domain	Comment	Action
Governance (BAC Holiday Program, Residential Program, Day Program)	<p>Young Person ETR Initiative Governance Panel</p> <ul style="list-style-type: none"> <li>Strategic</li> <li>Clinical</li> <li>Operational</li> </ul> <p>Membership = <b>CHQ</b> Stephen Stathis, Ingrid Adamson, <b>Aftercare</b> Ivan Frjkovic, Aftercare Team Leader, Headspace Program Manager, ? <b>Mater</b>, <b>WM HHS</b> Laura Johnson, Leanne Geppert, Michelle Giles, ? Anne Brennan, Vanessa Clayworth, <b>MHAODB</b> Marie Kelly ? <b>Townsville</b></p> <p>Weekly mtgs from now onwards – all referrals through this Panel.</p>	<ol style="list-style-type: none"> <li>LJ develop TOR and draft agenda for next mtg.</li> <li>Ivan to consider Psychiatrist options for Program Feb onwards.</li> <li>Panel chair?</li> </ol>
BAC Holiday Program	<p>Priority for BAC consumers. Referrals made by Anne Brennan.</p> <p>Need to consider [REDACTED]</p> <p>Could accept other WM HHS mental health patients (e.g., community CYMHS) into program if spaces.</p>	<ol style="list-style-type: none"> <li>Vanessa Clayworth to work with Aftercare Team Leader from Tues 3.12.13 in planning BAC Holiday Program, defining client profile etc.</li> <li>Identify desk space for 3 Aftercare staff at the Park.</li> <li>Identify facility/site for BAC Holiday Program at the Park (BAC school, the Rec Hall, Dawson House).</li> </ol>
Education	<p>CEs will be driving negotiations around new partnership model between QH and DETE</p> <p>Preferred model to Young Person ETR Initiative is in-reach tutoring for each individual, and then supported integration back to a local school.</p>	
Tier 3 Option	<p>CHQ meeting with Brett McDermott to discuss arrangement between CAFTU and Mater Inpatient Acute Unit = aiming to temporarily secure 2 or 3 beds for extended treatment &amp; rehabilitation from Feb 2014.</p> <p>Mater may request \$.</p>	<ol style="list-style-type: none"> <li>Media statement after meeting with Minister and planning finalised.</li> </ol>
Site for Residential and Day Program	<p>Limited options sourced. Recommended to lease rather than purchase.</p> <p>Best option is a 5 bed/5ensuite new facility for lease 22 Abingdon St Woolloongabba – 2 levels with a deck. Realestate.com Can deliver both residential and day program on this site, but outreach to other facilities and services as needed.</p> <p>Better location than WM HHS which has no after hours CYMHS service. Woolloongabba better option for longer term, closer to all services and transport, more accessible, Mater close for clinical in reach if negotiated, within CHQ catchment.</p>	<ol style="list-style-type: none"> <li>Ivan and Laura will view property 28.11.13 with view to signing intention to lease. Supported in principle by Lesley Dwyer and MHAODB.</li> </ol>
Media Protocol	Draft developed by Aftercare and WM HHS.	<ol style="list-style-type: none"> <li>Draft to be reviewed by WM HHS, Aftercare delegated authorities (Lesley Dwyer and John Malone). Laura to finalise and disseminate for approval.</li> </ol>
Programming and Risk Protocols	Draft developed.	<ol style="list-style-type: none"> <li>To finalise.</li> <li>Disseminate to BAC families, staff, Aftercare staff, CHQ, WM HHS, MHAODB</li> </ol>
Age range	Need to revise age range of Residential and Day Program to 16y – 21y	



**From:** Laura Johnson  
**Sent:** 4 Dec 2013 14:00:37 +1000  
**To:** Ivan Frkovic;Marie Kelly;Stephen Stathis;Michelle Giles;Leanne Geppert  
**Subject:** Young People's Extended Treatment Initiative Meeting Documents for this afternoon  
**Attachments:** Agenda\_YPETI\_041213.doc, Transition Service Planning Update271113.doc, TOR\_YPETI\_Committee\_021213.doc

Good afternoon,

Please find attached the Agenda, Actions from the Previous Meeting and draft Terms of Reference for the meeting this afternoon.

Please let me know if you have any questions.

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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T:

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West Moreton Hospital and Health Service

## Young People's Extended Treatment Initiative Meeting

### Agenda

#### Meeting Details

Wednesday 4 December 4.00pm – 5.00pm  
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ITEM NO.	DISCUSSION ITEM	RESPONSIBILITY
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West Moreton Hospital and Health Service  
**Terms of Reference**

**Terms of Reference: Young People's Extended Treatment Initiative (YPETI) Committee**

Date:	2 December 2013	Review Date:	3 March 2014	Version:	1
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Comment [J]: Not sure if this is required?

**1. Purpose:**

1.1 The purpose of the YPETI Committee is to: provide strategic, clinical and operational governance to the development and implementation of the West Moreton Hospital and Health Service (HHS) and Aftercare Transition Services.

**2. Scope and functions:**

2.1 The YPETI Committee will undertake the following:

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- Identify roles and responsibilities within the key stakeholder groups regarding information collection and reporting, transition of consumers, re-allocation of funding, including the identification of overlap and related roles.
- Prepare media protocol for endorsement by the CE, West Moreton HHS and ED, Aftercare.

**3. Membership (position held only):**

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A/Director of Strategy, Mental Health and Specialised Services, West Moreton HHS  
 Director, Allied Health and Mental Health Community Programs, West Moreton HHS  
 A/Clinical Nurse Consultant, Barrett Adolescent Centre, West Moreton HHS  
 National Operations Manager, Aftercare  
 Program Manager, Aftercare  
 Clinical Director, Children's Health Queensland HHS  
 Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation, Children's Health Queensland HHS  
 A/Director, Planning and Partnership Unit, Mental Health Alcohol and Other Drugs Branch

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**5. Secretariat (position held only):**

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Statewide (SW) Adolescent Extended Treatment and Rehabilitation (AETR) Implementation Strategy Steering Committee  
 [Issues unable to be resolved by YPETI Committee are escalated to SW AETR Implementation Strategy Steering Committee]

West Moreton Hospital and Health Service

**Terms of Reference****7. Sub Committees:**

7.1 There is the potential need for sub committees/working groups to be developed and this will be identified as the committee is progressed.

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Date:

Signature:

Chairperson: <Insert name, position, division / organisation>

Date:

Signature:

### Actions from Transition Service Planning Meeting – 27 November 2013

Domain	Comment	Action
Governance (BAC Holiday Program, Residential Program, Day Program)	<p>Young Person ETR Initiative Governance Panel</p> <ul style="list-style-type: none"> <li>▪ Strategic</li> <li>▪ Clinical</li> <li>▪ Operational</li> </ul> <p>Membership = CHQ Stephen Stathis, Ingrid Adamson, <b>Aftercare</b> Ivan Frjkovic, Aftercare Team Leader, Headspace Program Manager, ? <b>Mater</b>, <b>WM HHS</b> Laura Johnson, Leanne Geppert, Michelle Giles, ? Anne Brennan, Vanessa Clayworth, <b>MHAODB</b> Marie Kelly ? <b>Townsville</b></p> <p>Weekly mtgs from now onwards – all referrals through this Panel.</p>	<ol style="list-style-type: none"> <li>1. LJ develop TOR and draft agenda for next mtg.</li> <li>2. Ivan to consider Psychiatrist options for Program Feb onwards.</li> <li>3. Panel chair?</li> </ol>
BAC Holiday Program	<p>Priority for BAC consumers. All current inpatients and day patients will be invited (except for [REDACTED] for clinical reasons).</p> <p>Need to consider [REDACTED]</p> <p>Could accept other WM HHS mental health patients (e.g., community CYMHS) into program if spaces.</p>	<ol style="list-style-type: none"> <li>4. Vanessa Clayworth to work with Aftercare Team Leader from Tues 3.12.13 in planning BAC Holiday Program, defining client profile etc.</li> <li>5. Identify desk space for 3 Aftercare staff at the Park.</li> <li>6. Identify facility/site for BAC Holiday Program at the Park (BAC school, the Rec Hall, Dawson House).</li> </ol>
Education	<p>CEs will be driving negotiations around new partnership model between QH and DETE</p> <p>Preferred model to Young Person ETR Initiative is in-reach tutoring for each individual, and then supported integration back to a local school.</p>	
Tier 3 Option	<p>CHQ meeting with Brett McDermott to discuss arrangement between CAFTU and Mater Inpatient Acute Unit = aiming to temporarily secure 2 or 3 beds for extended treatment &amp; rehabilitation from Feb 2014.</p> <p>Mater may request \$.</p>	<ol style="list-style-type: none"> <li>7. Media statement after meeting with Minister and planning finalised.</li> </ol>
Site for Residential and Day Program	<p>Limited options sourced. Recommended to lease rather than purchase.</p> <p>Best option is a 5 bed/5ensuite new facility for lease 22 Abingdon St Woolloongabba – 2 levels with a deck. Realestate.com Can deliver both residential and day program on this site, but outreach to other facilities and services as needed.</p> <p>Better location than WM HHS which has no after hours CYMHS service. Woolloongabba better option for longer term, closer to all services and transport, more accessible, Mater close for clinical in reach if negotiated, within CHQ catchment.</p>	<ol style="list-style-type: none"> <li>8. Ivan and Laura will view property 28.11.13 with view to signing intention to lease. Supported in principle by Lesley Dwyer and MHAODB.</li> </ol>
Media Protocol	Draft developed by Aftercare and WM HHS.	<ol style="list-style-type: none"> <li>9. Draft to be reviewed by WM HHS, Aftercare delegated authorities (Lesley Dwyer and John Malone). Laura to finalise and disseminate for approval.</li> </ol>
Programming and Risk Protocols	Draft developed.	<ol style="list-style-type: none"> <li>10. To finalise.</li> <li>11. Disseminate to BAC families, staff, Aftercare staff, CHQ, WM HHS, MHAODB</li> </ol>
Age range	Need to revise age range of Residential and Day Program to 16y – 21y	

**From:** Laura Johnson  
**Sent:** 5 Dec 2013 11:25:04 +1000  
**To:** Laura Johnson;Ivan Frkovic;Myf Pitcher;Marie Kelly;Stephen Stathis;Ingrid Adamson;Michelle Giles;Leanne Geppert;Vanessa Clayworth  
**Subject:** YPETRI Governance Committee  
**Location:** Conference Room, The Park  
**When:** Thursday, 12 December 2013 3:00 PM-4:00 PM

Good morning,

You are invited to attend the Young People's Extended Treatment and Rehabilitation Initiative Governance Committee.

An agenda and teleconference details will follow early next week.

Thank you  
Laura

Laura Johnson  
Project Officer - Redevelopment  
Mental Health & Specialised Services

West Moreton Hospital and Health Service

T: [REDACTED]  
E: [REDACTED]

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Administration Building, Cnr Ellerton Drive and Wolston Park Rd, Wacol, QLD 4076  
Locked Bag 500, Sumner Park BC, QLD 4074

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**From:** Laura Johnson  
**Sent:** 6 Dec 2013 09:50:50 +1000  
**To:** Ivan Erkovic;Myf Pitcher;Marie Kelly;Stephen Stathis;Michelle  
Giles;Leanne Geppert  
**Subject:** Reminder for Feedback on YPETRI Terms of Reference  
**Attachments:** TOR\_YPETRI\_Committee\_021213.doc

Good morning,

This is just a reminder if you could please send through any feedback (in tracked changes) you may have on the YPETRI Terms of Reference.

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

---

West Moreton Hospital and Health Service

T: [REDACTED]

E: [REDACTED]

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[www.health.qld.gov.au](http://www.health.qld.gov.au)

West Moreton Hospital and Health Service

**Terms of Reference****Terms of Reference: Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Governance Committee**

Date:	2 December 2013	Review Date:	3 March 2014	Version:	1
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 A/Clinical Nurse Consultant, Barrett Adolescent Centre, West Moreton HHS  
 National Operations Manager, Aftercare  
 Program Manager, Aftercare  
 Clinical Director, Children's Health Queensland HHS  
 Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation, Children's Health Queensland HHS  
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4.1 The position of Chair will be rotated between the agencies involved.

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 [Issues unable to be resolved by YPETRI Committee are escalated to SW AETR Implementation Strategy Steering Committee]

Comment [J]: Not sure if this is required?



West Moreton Hospital and Health Service

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Date:

Signature:

Chairperson: <Insert name, position, division / organisation>

Date:

Signature:

**From:** Laura Johnson  
**Sent:** 11 Dec 2013 15:39:16 +1000  
**To:** Ivan Frkovic; Myf Pitcher; Marie Kelly; Stephen Stathis; Ingrid Adamson; Michelle Giles; Leanne Geppert; Vanessa Clayworth  
**Subject:** Young People's Extended Treatment and Rehabilitation Initiative Governance Committee Meeting 12/12/13  
**Attachments:** Agenda\_YPETRI\_SC\_121213.doc, YPETRI\_Meeting\_Actions\_091213.doc, YPETRI\_TOR\_Committee\_021213.doc, HDP Roles and Responsibilities of Staff.docx

Good afternoon,

Please find attached the agenda, draft actions from the previous meeting and updated draft terms of reference for the meeting. I have also attached a copy of the holiday program roles and responsibilities which will be tabled at the meeting tomorrow.

Thank you to those who have sent their apologies, they have been noted.

The teleconference details are on the agenda for those dialing in.

Kind regards  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

---

West Moreton Hospital and Health Service

T: [REDACTED]  
E: [REDACTED]

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West Moreton Hospital and Health Service

**Terms of Reference: Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Governance Committee****Agenda****Meeting Details**

Thursday 12 December 3.00pm – 4.00pm  
Conference Room  
Administration Building  
The Park

**Teleconference Details**

Dial In: [REDACTED]  
Passcode: [REDACTED]

**Attendance**

Ivan Frkovic, National Operations Manager, Aftercare  
Myf Pitcher, Service Manager, Aftercare  
Stephen Stathis, Clinical Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS  
Ingrid Adamson, Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy, Children's Health Queensland HHS  
Leanne Geppert, A/Executive Director, Mental Health and Specialised Services (MH&SS), West Moreton Hospital and Health Service (HHS) (Chair)  
Laura Johnson, Principal Project Officer, MH&SS, West Moreton HHS

**Apologies**

Marie Kelly, A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch  
Vanessa Clayworth, A/Clinical Nurse Consultant, Barrett Adolescent Centre, West Moreton HHS  
Michelle Giles, Director, Allied Health and Community Mental Health Community Programs, West Moreton HHS

ITEM NO.	DISCUSSION ITEM	RESPONSIBILITY
1	Welcome and overview of Steering Committee	Leanne Geppert
2	Update from West Moreton HHS	Leanne Geppert
3	Update from Aftercare	Ivan Frkovic
4	Holiday Program Roles and Responsibilities	Myf Pitcher
5	Updated Draft Terms of Reference	Laura Johnson
6	Outstanding actions	Laura Johnson

## Young Person's Extended Treatment and Rehabilitation Initiative

### HDP Roles and Responsibilities of Staff

Aftercare	Queensland Health (BAC)
<ul style="list-style-type: none"> <li>• Manage all aspects of program delivery               <ul style="list-style-type: none"> <li>○ In consultation with BAC staff and consumers, develop weekly program</li> <li>○ Book appropriately qualified session facilitators</li> <li>○ Arrange transport for off-site sessions</li> <li>○ Complete safety/hazard/risk assessments as per Aftercare risk management policy</li> <li>○ Ensure non-clinical risk is appropriately managed</li> </ul> </li> <li>• Encourage YP participation in program</li> <li>• Report any concerns to BAC staff</li> <li>• Respond to any YP injury with basic first aid and then escalate to clinical staff</li> </ul>	<ul style="list-style-type: none"> <li>• Manage clinical risk appropriately</li> <li>• Advise Aftercare staff of clinical issues which may impact on program delivery</li> <li>• Document as required in each YP's QH clinical record</li> <li>• Appropriately manage and escalate issues raised by Aftercare staff</li> <li>• Encourage and support BAC consumer participation</li> </ul>

## West Moreton Hospital and Health Service

## Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Meeting

## Meeting Details

Day and Date Wednesday 4 December 2013

## 1. Attendees

Name	Position
Leanne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services, West Moreton Hospital and Health Service (HHS)
Marie Kelly (MK)	A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch
Ivan Frkovic (IF)	National Operations Manager, Aftercare
Myf Pitcher (MP)	Program Manager, Aftercare
Michelle Giles (MG)	Director, Allied Health and Community Mental Health Community Programs, West Moreton HHS
Stephen Stathis (SS)	Clinical Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

## 2. Apologies

Nil

## 3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Welcome	Nil apologies		
2	Update from West Moreton HHS	Meeting with senior clinicians from Barrett Adolescent Centre (BAC) to discuss holiday program. Meeting then held between Aftercare and BAC.  Still waiting for final sign off from DG on brief for approval. Will need to quickly progress communications to BAC staff, parents, carers and key stakeholders.	LG	
3	Update from Aftercare	Meeting between Aftercare and BAC went well. Discussed the holiday program in detail including that the first week will be more recreational with a move towards more therapeutic from 6 January. Another meeting has been scheduled between BAC and Aftercare to further progress the holiday program. Staffing component for the holiday program will be three staff from Aftercare and two staff from BAC.  Work has commenced on clinical governance including risk management framework for holiday program and other transitional services.	IF	

		IF provided an update on the potential site for the residential service. The Greenslopes property provides more living spaces than the Woolloongabba property and overall seems to be the better property. There is a challenge associated with the pool but this risk can be managed. IF to go ahead pay deposit to lease property.		
4	Draft Terms of Reference for YPETRI Committee	The draft terms of reference were tabled. All changes to be provided back to LJ by COB tomorrow. Chair will be rotated monthly between three services.		
5	Other	SS to meet with Anne Brennan to discuss psychiatry options for the transition services		

Next meeting: Thursday 12 December at 3pm

**Terms of Reference****Terms of Reference: Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Governance Committee**

Date:	2 December 2013	Review Date:	3 March 2014	Version:	1
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A/Clinical Nurse Consultant, Barrett Adolescent Centre, West Moreton HHS

National Operations Manager, Aftercare

Service Manager, Aftercare

Clinical Director, Children's Health Queensland HHS

Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation, Children's Health Queensland HHS

A/Director, Planning and Partnership Unit, Mental Health Alcohol and Other Drugs Branch

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## West Moreton Hospital and Health Service

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Date:

Signature:

Chairperson: <Insert name, position, division / organisation>

Date:

Signature:



**From:** Laura Johnson  
**Sent:** 18 Dec 2013 09:41:21 +1000  
**To:** Laura Johnson; Ivan Frkovic; Myf Pitcher; Marie Kelly; Stephen Stathis; Ingrid Adamson; Michelle Giles; Alexander Bryce; Leanne Geppert; Vanessa Clayworth  
**Subject:** YPETRI Governance Committee Meeting  
**Importance:** High

Apologies for the short notice. An agenda will be sent out today.

Teleconference details:

Dial in - [REDACTED]

Passcode - [REDACTED]

Thanks

Laura

Laura Johnson  
Project Officer - Redevelopment  
Mental Health & Specialised Services

West Moreton Hospital and Health Service

T: [REDACTED]

E: [REDACTED]

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Administration Building, Cnr Ellerton Drive and Wolston Park Rd, Wacol, QLD 4076  
Locked Bag 500, Sumner Park BC, QLD 4074

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**From:** Laura Johnson  
**Sent:** 8 Jan 2014 11:00:40 +1000  
**To:** Ivan Frkovic; Myfanwy Pitcher  
**Cc:** Leanne Geppert  
**Subject:** RE: YPETRI Steering Committee Thursday 9 January 2014 - Agenda

Thanks Myf, I have updated the agenda to include these items.

Cheers  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

T: [REDACTED]

E: [REDACTED]

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>>> On 1/8/2014 at 10:33 am, [REDACTED] > wrote:

Laura

I'm not sure it's specifically included but can we also add

MoSD and

Recruitment

to the agenda, if that's ok with Ivan?

Myf

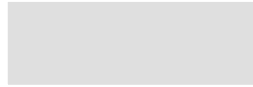
---

**From:** Laura Johnson [REDACTED]  
**Sent:** Wednesday, 8 January 2014 9:51 AM  
**To:** Ivan Frkovic; Myfanwy Pitcher; Alexander Bryce; Elisabeth Hoehn; Ingrid Adamson; Judi Krause; Leanne Geppert; Marie Kelly; Michelle, Giles; Stephen Stathis; Vanessa Clayworth  
**Cc:** Bernice Holland  
**Subject:** YPETRI Steering Committee Thursday 9 January 2014 - Agenda

Good morning,

Please find attached the agenda for tomorrows meeting and draft actions from the previous meeting.

The teleconference details are:



Please let me know if you have any additional agenda items.

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

---

West Moreton Hospital and Health Service

T:

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**From:** Laura Johnson  
**Sent:** 14 Jan 2014 13:37:49 +1000  
**To:** Ivan Frkovic;Myf Pitcher;Judi Krause;Elisabeth Hoehn;Ingrid Adamson;Kristen Breed;Leanne Geppert;Michelle Giles  
**Cc:** Bernice Holland  
**Subject:** YPETRI Site Visit and Steering Committee  
**Attachments:** Agenda\_YPETRI\_SC\_150114.doc,  
YPETRI\_Meeting\_Actions\_090114.doc

Good afternoon,

Please find attached the agenda for tomorrow's meeting. I have also attached the draft actions from last week's meeting.

Also just a friendly reminder to provide Ivan with any feedback on the draft model of service in tracked changes by COB tomorrow.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

T: [REDACTED]  
E: [REDACTED]

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## Terms of Reference: Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Governance Committee

### Agenda

#### Meeting Details

Wednesday 15 January 3.30pm – 4.30pm (Site visit from 2.30pm at 38 Vine Street, Greenslopes)

\*Meeting will be held at coffee shop

#### Attendance

Ivan Frkovic, National Operations Manager, Aftercare (Chair)

Myf Pitcher, Service Manager, Aftercare

Ingrid Adamson, Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy, Children's Health Queensland, Hospital and Health Service (HHS)

Elisabeth Hoehn, A/Clinical Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS

Judi Krause, Executive Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS

Michelle Giles, Director, Allied Health and Community Mental Health Community Programs, West Moreton HHS

Leanne Geppert, A/Executive Director, Mental Health and Specialised Services (MH&SS), West Moreton HHS (Chair)

Laura Johnson, Principal Project Officer, MH&SS, West Moreton HHS (Secretariat)

#### Apologies

Marie Kelly, A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch  
Stephen Stathis, Clinical Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS

Kristen Breed, A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch

ITEM NO.	DISCUSSION ITEM	RESPONSIBILITY
1	Welcome and apologies	Leanne Geppert
2	Update from West Moreton HHS	Leanne Geppert
3	Update from Aftercare – Feedback on MOS	Ivan Frkovic/ Myf Pitcher
4	Service Agreement	CHQ/West Moreton
5	General business - Updated Terms of Reference	Leanne Geppert Laura Johnson

## West Moreton Hospital and Health Service

**Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Governance Committee****Meeting Details**

Day and Date Thursday 9 January 2014

**1. Attendees**

Name	Position
Leanne Geppert (LG)	A/Executive Director, Mental Health and Specialised Services, West Moreton Hospital and Health Service (HHS) (Chair)
Terry Steadman	Clinical Director, Mental Health and Specialised Services, West Moreton HHS
Michelle Giles (MG)	Director, Allied Health and Community Mental Health Community Programs, West Moreton HHS
Ivan Frkovic (IF)	National Operations Manager, Aftercare
Myf Pitcher (MP)	Program Manager, Aftercare
Stephen Stathis (SS)	Clinical Director, Child and Youth Mental Health Service, Children's Health Queensland (CHQ), HHS
Elisabeth Hoehn	Program Director, Child and Youth Mental Health Service, CHQ, HHS
Judi Krause	Divisional Director, Child and Youth Mental Health Service, CHQ, HHS
Ingrid Adamson (IA)	Project Manager, SW AETR, CHQ HHS
Stuart Cowper	Director Management Accounting, Financial Services, CHQ, HHS
Kristen Breed	A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch
Karissa Maxwell	Principal Project Officer, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch
Bernice Holland (BH)	Administration Support Officer, Mental Health and Specialised Services, West Moreton HHS
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services, West Moreton HHS

**2. Apologies**

Marie Kelly (MK)	A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch
Vanessa Clayworth (VC)	A/CNC, BAC, West Moreton HHS
Alex Bryce (AB)	A/NUM, Barrett Adolescent Centre (BAC), West Moreton HHS

**3. Discussion Action Registry**

	Item	Discussion and Follow Up	By Whom	By When
1	Welcome	Apologies noted above. Aftercare will chair the next meeting. Please note invited guests attending to discuss Aftercare budget.		

2	Update from West Moreton HHS	<p>Young people have returned from Christmas break. Holiday program ongoing. No major challenges. The holiday program will finish on 24 January 2014.</p> <p>The closure of the Barrett Adolescent Centre building is on schedule for the end of January.</p> <p>Team is currently finalising transition plans and seeking alternative options for the remaining inpatients.</p>	LJ/LG	
3	Update from Aftercare	<p>The Holiday Program was quieter over the Christmas and New Year period due to young people being on leave. This week has been very busy. The Holiday Program contracts have been signed off by the young people. Average attendance at the Holiday Program is between five and seven young people.</p> <p>Aftercare has been providing support to a young person [REDACTED]. An individual program has been developed for this young person. Currently engaging three days a week with one staff member focusing on living skills and recreational activities.</p> <p>Costs for the Holiday Program to be sent to CHQ.</p> <p>Currently in the process of recruiting to the positions. Are seeking nominations from CHQ and West Moreton for representatives. Details of representatives to be provided to Aftercare as soon as possible.</p> <p>Have a received a good calibre of applicants for the positions.</p> <p>Draft model of service has been circulated to the group. Feedback to be provided in tracked changes to IF by COB Wednesday 15 January 2014.</p>	<p>IF/MP</p> <p>IF</p>	16/1/14
4	Aftercare Budget	<p>The budget for the residential and life skills programs was tabled by Aftercare. The budget has been based on the Time Out Housing Initiative in Cairns.</p> <p>Discussion was held on several items. The budget has been updated including leasing items instead of purchasing. CHQ are seeking further clarity and will send questions to Aftercare.</p>		
5	Service Agreement	<p>The Service Agreement has been drafted and is currently being finalised.</p> <p>Need to follow up with Funding and Contract Management Unit about separate agreement for Holiday Program.</p> <p>LG suggested that a possible option could be for West Moreton to fund the Holiday Program. LG will follow up with SS about this.</p>	LJ	16/1/14

6	General Business	Nil.		
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Next meeting: Thursday 16 January 2014

DRAFT



**From:** Laura Johnson  
**Sent:** 22 Jan 2014 15:04:16 +1000  
**To:** Ingrid Adamson  
**Cc:** Bernice Holland  
**Subject:** RE: YPETRI Terms of Reference

Hi Ingrid,

Thanks for your feedback. I will make those changes to the Terms of Reference.

Bernie is more than happy to help out until you need.

Cheers  
Laura

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**From:** Ingrid Adamson  
**Sent:** Wednesday, 22 January 2014 3:01 PM  
**To:** Laura Johnson  
**Subject:** RE: YPETRI Terms of Reference

Hi Laura and thanks for this.

- Re the media protocol, yes this should probably be CHQ instead of WM
- Re formal approval, I think it appropriate to recognise all parties to the establishment, i.e. WM HHS, CHQ HHS, and Aftercare.
- Re Secretariat, I would be really grateful if Bernie could help out for the next few weeks (especially while the meetings are weekly and I am in this critical phase of trying to get the business case finalised and funding submission completed). Would it be possible for her to help out until mid to end February?

Cheers  
Ingrid

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**From:** Laura Johnson  
**Sent:** Wednesday, 22 January 2014 11:18 AM  
**To:** Ingrid Adamson  
**Subject:** YPETRI Terms of Reference

Hi Ingrid,

I have attached the latest YPETRI Terms of Reference with some comments about including CHQ now instead of WM.

Also can you confirm how long you need secretariat support from WM for this group. Just wanting to provide Bernie with an handover.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

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**From:** Laura Johnson  
**Sent:** 22 Jan 2014 13:46:03 +1000  
**To:** Ivan Frkovic;Myf Pitcher;Judi Krause;Elisabeth Hoehn;Ingrid Adamson;Kristen Breed;Leanne Geppert;Michelle Giles  
**Subject:** YPETRI Meeting Thursday 23 January 2014 - Agenda and Draft Actions  
**Attachments:** Agenda\_YPETRI\_SC\_230114.doc

Good afternoon,

Please find attached the agenda and draft actions from the previous meeting for tomorrow's meeting.

Please let me know if you have any additional items for the agenda.

If you are teleconferencing in to the meeting please use details below:

[REDACTED]

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

## Terms of Reference: Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Governance Committee

### Agenda

#### Meeting Details

Thursday 23 January 3.30pm – 4.30pm  
 Conference Room  
 Administration Building  
 The Park

#### Teleconference Details

Dial In: [REDACTED]  
 Moderator: [REDACTED]  
 Passcode: [REDACTED]

#### Attendance

Ivan Frkovic, National Operations Manager, Aftercare (Chair)  
 Myf Pitcher, Service Manager, Aftercare  
 Ingrid Adamson, Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy, Children's Health Queensland, Hospital and Health Service (HHS)  
 Elisabeth Hoehn, A/Clinical Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS  
 Judi Krause, Executive Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS  
 Kristen Breed, A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch  
 Michelle Giles, Director, Allied Health and Community Mental Health Community Programs, West Moreton HHS  
 Laura Johnson, Principal Project Officer, MH&SS, West Moreton HHS (Secretariat)

#### Apologies

Marie Kelly, A/Director, Planning and Partnerships Unit, Mental Health Alcohol and Other Drugs Branch  
 Stephen Stathis, Clinical Director, Child and Youth Mental Health Service, Children's Health Queensland, HHS  
 Leanne Geppert, A/Executive Director, Mental Health and Specialised Services (MH&SS), West Moreton HHS

ITEM NO.	DISCUSSION ITEM	RESPONSIBILITY
1	Welcome and apologies	Ivan Frkovic
2	Update from West Moreton HHS	Laura Johnson
3	Update from CHQ HHS	Ingrid Adamson
4	Update from Aftercare – Feedback on MOS	Ivan Frkovic/ Myf Pitcher
5	Service Agreement	CHQ/West Moreton
6	General business	Ivan Frkovic

West Moreton Hospital and Health Service

**From:** Laura Johnson  
**Sent:** 22 Jan 2014 11:18:18 +1000  
**To:** Ingrid Adamson  
**Subject:** YPETRI Terms of Reference  
**Attachments:** YPETRI\_TOR\_Committee\_140114.doc

Hi Ingrid,

I have attached the latest YPETRI Terms of Reference with some comments about including CHQ now instead of WM.

Also can you confirm how long you need secretariat support from WM for this group. Just wanting to provide Bernie with an handover.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service  
**Terms of Reference**

**Terms of Reference: Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Governance Committee**

Date:	2 December 2013	Review Date:	3 March 2014	Version:	1
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Comment [JJ]: Should this be CHQ instead of WM?

**1. Purpose:**

1.1 The purpose of the YPETRI Governance Committee is to: provide strategic, clinical and operational governance to the development and implementation of the West Moreton Hospital and Health Service (HHS), Children's Health Queensland HHS and Aftercare Transition Services.

**2. Scope and functions:**

- 2.1 The YPETRI Committee will undertake the following functions:
- Monitor and oversee the implementation of the YPETRI to ensure that the initiative milestones and key deliverables are met in the required timeframes, and that all accountabilities are fulfilled.
  - Establish, monitor and oversee the Clinical, Operational and Strategic Governance and associated processes and outputs.
  - Provide a decision-making, guidance and leadership role with respect to mental health service planning, models of care, staffing issues, financial management and consumer transition associated with the initiative.
  - Provide governance for risk management processes and associated mitigation strategies, and escalate in a timely manner to Executive Director; Mental Health and Specialist Services, West Moreton HHS; Clinical Director, Children's Health Queensland, HHS, and National Operations Manager, Aftercare.
  - Identify roles and responsibilities within the key stakeholder groups regarding information collection and reporting, transition of consumers, re-allocation of funding, including the identification of overlap and related roles.
  - Prepare media protocol for endorsement by the Chief Executive, West Moreton HHS and Executive Director, Aftercare.

**3. Membership (position held only):**

3.1 Members:  
A/Director of Strategy, Mental Health and Specialised Services, West Moreton HHS  
Director, Allied Health and Mental Health Community Programs, West Moreton HHS  
National Operations Manager, Aftercare  
Service Manager, Aftercare  
Clinical Director, Child and Youth Mental Health, Children's Health Queensland HHS  
Divisional Director, Child and Youth Mental Health, Children's Health Queensland HHS  
Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation, Children's Health Queensland HHS  
A/Director, Planning and Partnership Unit, Mental Health Alcohol and Other Drugs Branch

3.2 Proxies:  
A proxy is permitted providing they are suitably briefed prior to the meeting.

3.3 Invited guests  
Invited guests may be required to attend the steering committee from time to time.

**4. Chairperson**

4.1 The position of Chair will be rotated between the agencies involved on a monthly basis.

**5. Secretariat (position held only):**

5.1 Project Officer, Redevelopment, Mental Health and Specialised Services, West Moreton HHS. Please note this position may change in the future.

West Moreton Hospital and Health Service  
**Terms of Reference**

**6. Reporting relationships:**

6.1 The YPETRI Committee provides the following reports:  
 Statewide (SW) Adolescent Extended Treatment and Rehabilitation (AETR) Implementation Strategy Steering Committee  
 Issues unable to be resolved by YPETRI Committee are escalated to SW AETR Implementation Strategy Steering Committee.

**7. Sub Committees:**

7.1 There is the potential to establish sub committees/working groups and this will be identified and approved by YPETRI Governance Committee as needed.

**8. Frequency of meetings:**

8.1 The meetings will be held weekly in the interim and will then be reviewed in early 2014.

**9. Quorum:**

9.1 The quorum for YPETRI Committee meetings will be half of the membership plus one (five members).

**10. Agenda items:**

10.1 Agenda items together with relevant discussion papers may be submitted by any committee member not less than 24 hours prior to the meeting.

10.2 Out-of Session items can be considered where the item is urgent and must be considered before the next scheduled meeting or in circumstances when face-to-face meetings are not possible, to enable business to be progressed.

**11. Minutes:**

11.1 Minutes shall be disseminated to all members as a minimum two days before each meeting.

11.2 Minutes are a business document and should capture the discussion / recommendation / decision and appoint a responsible officer and timeframe.

**12. Access to information / confidentiality:**

12.1 Members of the committee have the right to access information and documents relevant to issues being considered within the terms of reference. It is acknowledged that certain issue being examined may be of a confidential and/or sensitive nature, which will require members of the committee, and the secretariat, to exercise discretion and ensure any confidential information is maintained and managed accordingly.

**13. Authorisation:**

These Terms of Reference may be altered following committee consultation and endorsement by the recommendation of the Committee.

These Terms of Reference will be reviewed in June each year along with the annual committee evaluation.

This YPETRI Committee was formally approved by CE, West Moreton HHS and ED, Aftercare on

Date:

Signature:

Chairperson: <Insert name, position, division / organisation>

Date:

Signature:

Comment [J]: Should this be CHQ instead of WM?



**From:** Laura Johnson  
**Sent:** 23 Jan 2014 16:50:30 +1000  
**To:** Ingrid Adamson; Leanne Geppert  
**Cc:** Bernice Holland  
**Subject:** Updated YPETRI Terms of Reference  
**Attachments:** YPETRI\_TOR\_Committee\_140114.doc

Hi Ingrid and Leanne,

This is the updated YPETRI Terms of Reference to reflect changes made to include CHQ.  
This can now be progressed to the sign off stage for all parties.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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**Terms of Reference****Terms of Reference: Young People's Extended Treatment and Rehabilitation Initiative (YPETRI) Governance Committee**

Date:	2 December 2013	Review Date:	3 March 2014	Version:	1
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 Director, Allied Health and Mental Health Community Programs, West Moreton HHS  
 National Operations Manager, Aftercare  
 Service Manager, Aftercare  
 Clinical Director, Child and Youth Mental Health, Children's Health Queensland HHS  
 Divisional Director, Child and Youth Mental Health, Children's Health Queensland HHS  
 Project Manager, Statewide Adolescent Extended Treatment and Rehabilitation, Children's Health Queensland HHS  
 A/Director, Planning and Partnership Unit, Mental Health Alcohol and Other Drugs Branch

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These Terms of Reference will be reviewed in June each year along with the annual committee evaluation.

This YPETRI Committee was formally approved by CE, West Moreton HHS , CE Children's Health Queensland HHS and ED, Aftercare on

Date:

Signature:

Chairperson: <Insert name, position, division / organisation>

Date:

Signature:

West Moreton Hospital and Health Service

## Terms of Reference

DRAFT

**From:** Laura Johnson  
**Sent:** 30 Oct 2013 11:27:57 +1000  
**To:** Leanne Geppert  
**Subject:** Decanting Plan for BAC Building

Hi Leanne,

Sharon H has raised a good point with me, do we have a decanting plan for the BAC Building? Given the time frame around the closure of the building I think it would be a good idea to have one. I will commence work on this, you are happy for that.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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**From:** Laura Johnson  
**Sent:** 15 Jan 2014 13:48:58 +1000  
**To:** Leanne Geppert  
**Subject:** Date for Decommissioning of BAC

Hi Leanne,

I know Sharon was not keen on setting dates for the closure of BAC but I have spoken with Craig Walker, Director Service Support and he needs a date for when the buildings will be vacated. Do you think we could say 31 January (it is a Friday) or do we need to wait until we have confirmed the transition plans for the remaining inpatients?

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

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**From:** Laura Johnson  
**Sent:** 15 Jan 2014 13:15:07 +1000  
**To:** Craig Walker  
**Cc:** Leanne Geppert  
**Subject:** Decommissioning of Barrett Adolescent Centre  
**Attachments:** Asset\_register\_BAC\_051113.xls

Hi Craig,

As discussed we are currently in the process of finalising the transition of patients from the Barrett Adolescent Centre (BAC). It is therefore timely that the decommissioning of the BAC facility commences.

As requested I have attached the asset register for you. There is also a number of computers (I can provide exact numbers if required) and a telephone system which will need to be removed by IT. Secondly there is furniture and other items (eg. kitchen appliances) within the facility.

Sharon Kelly has advised that she does not want the whole facility decommissioned, as she wants to utilise the school part (front building) for the housing of Prison Mental Health Staff (not for clinical service delivery, but for administration purposes).

Please let me know if you require anything further.

Thank you  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

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Fou nd Y/N	Asset Main Number	Asset Class	Asset Value Transactions	Acquisiti on Year	SAID Number	Inventory Note	Description 1
	317401	COMPUTER	5347	2012	10067464	10067464	MULTIFUNCTION DEVICE
	127992	COMPUTER	6783	2002	W0007834	W0007834	PROJECTOR (3 YEAR WARRANTY)
Y	5871	ENGINEER	5860	1986	10048975	W0006447	RADIAL ARM SAW
Y	5884	ENGINEER	6300	1989	10048322	W0006453	GUILLOTINE (SHEET METAL)
Y	5928	ENGINEER	5950	1993	10049323	W0006633	PIPE LOCATER (DIGITAL)
Y	5976	ENGINEER	7800	1987	10049341	W0006422	SPINDLE MOULDER
Y	5902	ENGINEER	13000	1989	10049342	W0006322	FORKLIFT
Y	5873	ENGINEER	15000	1987	10049343	W0006439	CIRCULAR SAW
Y	5924	ENGINEER	7920	1992	10049354	VIN 00193	EZ GO GOLF BUGGY - REGO C90211
N	311223	ENGINEER	5158.25	2011	10050017	10050017	DRAIN & SEWER CLEANER-ELECTRIC
	147456	P&ACOMP	707.27	2002	10047491	Z	CAMERA DIGITAL ( 3 YEAR WARRANTY)
Y	260735	P&ACOMP	540	2006	10049011	10049011	STYLUS PHOTO PRINTER
	315312	P&ACOMP	1270	2011	10050098	10050098	DATA PROJECTOR
Y	120737	P&AGENER	2459.09	2001	30073650	W0007814	TRAILER CANOE (REGO BE 3979)
	58332	P&AGENER	1692	1999	A0001167	A0001167	DIGITAL VIDEO CAMERA
Y	86611	P&AGENER	2950	1997	W0008249	W0008249	ELECTRONIC WHITE BOARD
	5583	BUILDING	6236352.52	1997		10047717	BARRETTCENTREBLOCKB-MEDL&HLTH-WACOL
	5584	BUILDING	613149.17	1997		10047718	BARRETTCENTREBLOCKC-MEDL&HLTH-WACOL
	5585	BUILDING	1083906.91	1997		10047719	BARRETTCENTREBLOCKD-MEDL&HLTH-WACOL



Serial Number	Location	Cost Centre	Manufacturer	Type Name	Useful		Comments
					Life - Years	Expired Useful Life - Years	
6591700041	TPK BARRETT CNTRE MAIN	994751	RICOH	MP2550	7	4	
14408605E	TPK BARRETT ADDL CENT	996242	NEC	VT 540X6A	14	11	
NSN	TPK BARRETT CNTRE MAIN	994751	SPIDA	B35-61-3	14	27	
NSN 230605	TPK BARRETT CNTRE MAIN	994751		12-F3-DM	10	24	
PXL7080	TPK BARRETT CNTRE MAIN	994751	RADIODETECTION	RD400PXL	23	20	
NSN 230605	TPK BARRETT CNTRE MAIN	994751	WICKMAN	T110B	13	26	
42959	TPK BARRETT CNTRE MAIN	994751	CROWN M CLASS	2MT90A	10	24	
AB17573	TPK BARRETT CNTRE MAIN	994751	3CM L'INVINCIBLE	SI16SF	14	27	
A26092	TPK BARRETT ADDL CENT	996242	EZ-GO	PC4GX-4	24	21	
NSN - 11/4/11	TPK BARRETT CNTRE MAIN	994751	BLACKWOODS	RIGID K1500 B	10	2	Asset on loan to Garton
1980716	TPK BARRETT ADDL CENT	996242	SONY	DSCP51	0	11	
ES8K005653	TPK BARRETT ADDL CENT	996242	EPSON	STYLUS1290	0	7	
1142807FA	TPK BARRETT ADDL CTR-C	996245	NEC	M300XG	0	2	
6T9T20ABJ10YPL	TPK BARRETT ADDL CENT	996242	JUST TRAILER	1880LX600WX4	0	12	
28462	TPK BARRETT ADDL CENT	996240	SONY	TRV110E	0	14	
NSN 230605	TPK BARRETT ADDL CENT	996240	NEC	MEDIABOARD	0	16	
12727		996520			45	36	
12727		996520			45	36	
12727		996520			50	36	

**From:** Laura Johnson  
**Sent:** 15 Jan 2014 12:46:58 +1000  
**To:** Leanne Geppert  
**Subject:** Re: BAC decomm

Yes will do.  
Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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West Moreton Hospital and Health Service

T: [REDACTED]  
E: [REDACTED]

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>>> On 1/15/2014 at 12:45 pm, [REDACTED] > wrote:  
HI Laura  
Can you let Michael Miller know we need to discuss the decommissioning of the BAC building, because Sharon would like to utilise the school part for housing Prison Health and Prison Mental Health staff (ie not for clinical service delivery, just for admin). So we don't want the whole facility decommissioned.  
thanks, Leanne

**Dr Leanne Geppert**  
**Acting Director of Strategy**  
**Mental Health & Specialised Services**

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T: [REDACTED]  
M: [REDACTED]  
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**From:** Laura Johnson  
**Sent:** 16 Jan 2014 08:37:39 +1000  
**To:** Leanne Geppert  
**Subject:** Re: Date for Decommissioning of BAC

I will ensure Craig is aware of the reasoning and that we will keep him updated.

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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>>> On 1/15/2014 at 7:48 pm, [REDACTED] wrote:  
ok, can't give him a firm date yet - he needs to know reasoning and we can let him know as soon as it is clear  
thanks

**Dr Leanne Geppert**  
**Acting Director of Strategy**  
**Mental Health & Specialised Services**

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M: [REDACTED]

E: [REDACTED]

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>>> Laura Johnson 1/15/2014 1:48 pm >>>  
Hi Leanne,

I know Sharon was not keen on setting dates for the closure of BAC but I have spoken with Craig Walker, Director Service Support and he needs a date for when the buildings will be vacated. Do you think we could say 31 January (it is a Friday) or do we need to wait until we have confirmed the transition plans for the remaining inpatients?

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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**From:** Laura Johnson  
**Sent:** 21 Jan 2014 11:12:47 +1000  
**To:** Leanne Geppert  
**Subject:** BAC Building Closure Date

Hi Leanne,

Sorry to bother you about this again but I have just spoken with Barry Jeppesen, Manager, Infrastructure and Assets and they need a definitive date on the closure of the BAC buildings (well at least on the front building). They need to start refurbishing the building for Prison Mental Health.

The staff currently using the front building are Anne, Elaine and the remaining AH staff (Megan, Danielle and Angela). Anne has said she can move over to Vanessa's office. Can we move Elaine and the remaining AH staff or we will have to wait until all patients are transitioned?

Thanks  
Laura

**Laura Johnson**  
**Project Officer - Redevelopment**  
**Mental Health & Specialised Services**

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**From:** Laura Johnson  
**Sent:** 23 Jan 2014 14:36:56 +1000  
**To:** Sharon Kelly  
**Cc:** Leanne Geppert  
**Subject:** BAC Building - EQ

Hi Sharon,

I have spoken with Barry Jeppesen and he has confirmed that Education have handed back all their keys to Alex Bryce (I will double check this). The only thing they need to return to collect is the trampoline and the compost bin.

I have asked that as part of the process can the locks be changed and he is happy to organise this.

I will get the list of the all items to you this afternoon.

Thanks  
Laura