

**MINISTRY OF HEALTH
DECISION BRIEFING NOTE**

Cliff # 1051820

PREPARED FOR: Honourable Terry Lake, Minister – **FOR DECISION**

TITLE: Proposed Phase Two Deliverable for the Provincial Territorial Working Group on Mental Health and Substance Use

PURPOSE: To obtain endorsement on the Provincial Territorial Working Group's phase two workplan and proposed deliverable of a "How To" Guide on the implementation of integrated mental health and substance use service delivery for youth and young adults.

BACKGROUND:

In January 2016, PT Ministers of Health received and endorsed the report *Towards Integrated Primary and Community Mental Health and Substance Use Care for Youth and Young Adults: A Compendium of Current Canadian Initiatives and Emerging Best Practices* (the Compendium). This compendium was developed by the Provincial Territorial Working Group (PTWG) to support PT collaboration and discussion on mental health and substance use as directed by Ministers in October 2014.

Ministers agreed to continue the momentum and knowledge exchange, and directed the PTWG to initiate a second phase of work to review the findings of a few key initiatives for further discussion at the fall 2016 Health Ministers' Meeting (HMM). Health Ministers also directed the PTWG to look at the issue of information sharing to support family involvement in care for youth and young adults.

DISCUSSION:

To fulfill Health Ministers' direction, and in alignment with the PTWG's original work plan, the PTWG proposes that lessons learned from select PT initiatives be examined with the goal of developing a 'how to' guide to provide information and guidance to governments and policy makers in developing integrated services for youth and young adults. The examination of these key initiatives would include an exploration of specific areas of concerns such as information sharing, as identified by PT Health Ministers. The second phase of work will also include knowledge exchange activities with select partners to continue momentum of the initiative and contribute to the shared learning of PTWG members.

The PTWG has developed a Workplan (See Appendix A) with proposed tasks, objectives, deliverables and timelines for achieving Ministers' direction and bringing back for further discussion by Ministers at the Fall 2016 HMM. The PTWG Work Plan proposes the undertaking of the following Phase Two activities:

Activity 1: Develop a “How To” Guide for Implementing Integrated MHSU Services for Youth and Young Adults – Activity will involve examining two to three existing service delivery initiatives from across Canada in detail, and compiling the information gathered into a guide for government program and policy makers on how to plan, develop and implement an integrated mental health and substance use service delivery model for youth and young adults. This activity will include examining issues of information sharing as well as consideration of the rural context and evaluation efforts.

The “How To” Guide Outline (see Appendix B) proposes focusing on the government role at both the system and program/ patient level in order to advance integrated service delivery, and framing key elements from a patient perspective (eg, what elements does the patient expect to/should see) that need to be addressed at a provincial and/ or policy level. An analysis of exemplar models will inform the guide on key elements, including lessons learned for additional consideration. The “How To” Guide will build from information provided in the Compendium developed in phase one. BC is funding the hiring of a consultant to support information gathering from participating PTs and exemplar programs.

Activity 2: Knowledge Exchange (KE) – The PTWG will continue to engage with select partners to enhance opportunities for shared learning. This will include KE activities with SPOR ACCESS Canada to meet individual and collective PT policy information needs, the Mental Health Commission of Canada, and with other PT, national or international initiatives as they arise. This activity will also include updating the Compendium so that the literature and initiatives remain current.


BC will continue to chair the PTWG on MHSU, developing materials as appropriate and guiding the information gathering. PTWG activity is in line with current BC policy direction and will help to inform further understanding of integrated service delivery in BC, particularly for rural and remote regions. Notably, the BC Integrated Youth Services Initiative has been identified as a key initiative to inform the development of the “How To” Guide.

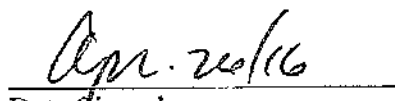
FINANCIAL IMPLICATIONS:

A contracted resource may be required to support this work.

RECOMMENDATION:

Endorse the PTWG Workplan Phase Two deliverables, and confirm that attached information can be sent to PTs for their endorsement.


Approved/Not Approved
Honourable Terry Lake
Minister of Health


Date Signed

Program ADM/Division: Doug Hughes, ADM Health Services Policy Division

Telephone: 250-952-1003

Program Contact (for content): Keva Glynn, Executive Director Mental Health and Substance Use Branch

Drafter: Michelle Wong, Director

Date: April 7, 2016

Integrated Service Delivery for YYA – “How to” Guide Outline

The purpose of this document is to recommend design elements and an outline for a “how to” guide for the implementation of integrated MHSU services for youth and young adults.

This phase two deliverables builds off of the knowledge gained through the report *Towards Integrated Primary and Community Mental Health and Substance Use Care for Youth and Young Adults: A Compendium of Current Canadian Initiatives and Emerging Best Practices* (the Compendium). The “how to” guide will provide practical information for policy and decision makers to be able to implement or further support integrated service delivery models in their respective jurisdictions in accordance with best practices and the current state in their jurisdictions.

The proposed document would identify “how to” and “lessons learned” on a variety of collaborative or integrated service delivery models for youth and young adults (YYA) currently being delivered and/or implemented in provinces or territories.

Service delivery models included may be:

- Provincial / territorial in scope OR serve rural, or remote communities
- Are far enough through implementation to identify information on benefits, challenges and lessons learned in providing integrated services for YYA in specific settings (such as urban, rural, remote) and in addressing specific challenges (such as transitions, information sharing, family involvement).

“How to” Guide Design Elements¹:

The “How to” Guide is intended to be an accessible reference guide for policy and decision makers, while also being palatable to the general public. Design elements are important considerations to build upon the Compendium, identifying practical extensions of the knowledge gained in phase one. The following section outlines the proposed design elements for the “how to” guide.

1. Audience/ tone

The document is designed for policy and decision makers involved in the development of province/ territory – wide services and supports for youth and young adults in mental health and substance use.

2. Perspective

The document aims to identify elements necessary for services and supports from the perspective of the patient and their family, as well as front line service providers and policy makers. While the document aims to take a Patient Centered perspective, the elements identified are at a broader

¹Literature Referenced for design/concept ideas – see Appendix A.

systems perspective, and/ or require the involvement of provincial and territorial stewardship, support and decisions.

3. Desired Scope

Collaborative or integrated models serving youth and young adults that are provincial / territorial in scope OR serve rural, or remote communities, and, can identify information on benefits, challenges and lessons learned in providing integrated services for YYA in specific settings (such as urban, rural, remote) or in specific challenges (such as transitions, information sharing, family involvement).

4. Size/ length

The document is intended to be a useful “How To” resource for policy and decision makers, with easily accessible information, within approximately 20 – 30 pages.

5. Content Approach

The document seeks to understand specific issues, barriers and opportunities to further advance integrated service delivery across Canada, serving youth and young adults. To do this, the paper will address the key elements and or issues identified by the PT WG Members that require additional knowledge and understanding on how to address this element in their respective jurisdiction.

The following outlines the format that will be used for the analysis portion of the paper. This section will make up the bulk of the overall “How To” document:

Format for Analysis section

- *Key Element (2 sentences)*
- *Why it Matters*
- *How it's done*

Add-ons

- *Useful Tools/ examples*
- *Quote Boxes (from youth/young adults, family members and service providers)*
- *Lessons Learned side bar*

“How to” Guide Contents

1. Background

- What we know:
 - Bullets from *Compendium* best practices
 - Bullets from the *Compendium* of identified Issues
- Issue/ Problem Statement (high level short statement: about the need for a “how to” of this type); focus on providing information for policy and decision makers from the perspective of the patient and family.

2. What would good YYA Integrated services look like? (Half page re: NHS document)

Framing the discussion from a patient perspective:

- Program elements (what elements does the patient expect to/ should see)
- Government role (discussion regarding the importance of the role of government to move the system/program forward)

3. Methodology (Half Page)

- Description of the methodology used to develop the paper and form the analysis and findings

4. Exemplar Models: Program Descriptions (Half page for each)

s.13,s.16

5. Analysis (Please see Formatting section above for suggested approach to Analysis section) -

Please note that the issues/themes identified below are merely suggestions. Key elements for inclusion will be identified as work commences. Key elements will be categorized at the system level, and/ or the patient/program level, while still aiming to provide knowledge for policy and decision makers.

- a) Key elements at the system level (e.g. role of primary care, funding, evaluation, business case) *will be broken down using the following analysis, with information pulled from the identified exemplar models:*

- Key Element (2 sentences)
- Why it Matters
- How it's done

Add-ons

- Useful Tools/ examples
- Quote Boxes (from youth/young adults, family members and service providers)
- Lessons Learned side bar

- b) Key elements at the patient and program level (e.g. access in rural/ remote community, involving youth and family in design, information sharing, stigma, family supports) will be broken down using the following analysis, with information pulled from the identified exemplar models:

- *Key Element (2 sentences)*
- *Why it Matters*
- *How it's done*

Add-ons

- *Useful Tools/ examples*
- *Quote Boxes (from youth/young adults, family members and service providers)*
- *Lessons Learned side bar*

6. Findings/ Discussion including “How to” elements:

This section will outline specifics relevant to the Key elements, as well as commonalities, or trends. Wherever possible, this section will outline important considerations applicable to policy and decision makers. The final section will look to identify important System and Patient Level “Control Knobs/ Drivers” that can help to facilitate integrated service delivery for youth and young adults (e.g. poor inter-agency coordination, funding, workforce development, etc.).

Appendix A - Literature referenced for design/concept ideas:

NSW Health Department. (2001). *Getting in early: A framework for early intervention and prevention for young people in New South Wales*. North Sydney, AU.

Joint Commissioning Panel for Mental Health. (2012). *Guidance for the commissioners of mental health services for young people making the transition from child and adolescent to adult services. Volume Two: Practical mental health commissioning*.

Mental Health Commission of Canada. (2012). *Psychological Health and Safety: An Action Guide for Employers*. Ottawa, ON.

Canadian Mental Health Association. (2002). *Supporting seniors' mental health through home care: A policy guide*. Toronto, ON.

Mental Health Foundation. (2007). *Supporting young people's mental health: Eight points for action: A policy briefing from the mental health foundation*. London.

Provincial Territorial Working Group on Mental Health & Substance Use

Phase Two Workplan

Phase Two – Integrated Service Delivery for YYA – How to Guide						
Phase	Task	Objectives	Responsible Party	Deliverables	Date Started	Expected Completion Date
Project initiation	Update Working Group TOR	To re affirm membership list and terms of reference for the Provincial Territorial Working Group on Mental Health and Substance Use. To identify resources and capabilities available.	BC Lead	<ul style="list-style-type: none"> Membership List Terms of Reference 	Feb 18	April 14th
Consensus Building & Planning	Working Group Discussion Paper	To establish the project scope and intended objectives. To build consensus around phase two approach, including methodology. To identify theme area(s) for further consideration. Discussion paper used to inform additional project materials and work plan.	ALL PT WG Members	<ul style="list-style-type: none"> WG Discussion Paper 	Feb 18	March 31
	Draft Work Plan	To establish activities and associated timelines for achieving deliverables, and intended outcomes, including the role of a potential contractor and knowledge exchange partners.	BC Lead	<ul style="list-style-type: none"> Draft Work Plan List of Knowledge Exchange Partners 	Mar 3	April 1
	PT WG Approval	To confirm Phase II report structure and scope and workplan.	All PT WG Members	<ul style="list-style-type: none"> Draft Workplan Draft report outline 	Mar 17	March 31
	Finalize Work Plan	To finalize report deliverable and scope and work plan to bring forward for further direction and endorsement by DMs. (This may require a paper approval process throughout Health Support Committee.)	BC Lead	<ul style="list-style-type: none"> Final Work Plan CBN Power Point Present. 	Mar 31	April 28 2016
	Project Administration	To retain consultant to provide PM and consultation support	BC Lead	<ul style="list-style-type: none"> RFQ Consultant roles and responsibilities 	May 9	Sept 30
	Project Planning	To confirm the key themes/functions to include in the ``how to`` document and the approach to data collection. Identification of survey sample distribution list. List to be determined by PT WG members and may include Aboriginal Health organizations as determined in each jurisdiction. To develop survey/information gathering tool (online parameters, questions)	All PT WG Members and Contractor	<ul style="list-style-type: none"> Survey Distribution List Survey Questions and Format 	April 1	May 2016

Provincial Territorial Working Group on Mental Health & Substance Use

Phase Two Workplan

	<i>Data Collection Design and Implementation</i>	To distribute online survey (including trial to PT WG Members) To monitor response rates To provide assessment and technical support	Contractor	<ul style="list-style-type: none"> Ongoing survey administration 	June 2016 (TBD based on CDM)	June 2016 (TBD based on CDM)
Analysis, Findings and Product Development	Data Analysis and Report Development	To conduct thorough review of results and trends To develop a report displaying results of the survey To provide preliminary interpretation and findings		<ul style="list-style-type: none"> Survey Report (all results) 	July 2016 (TBD based on CDM)	August 2016 (Analysis) August 2016 (Report Draft)
	Document Outline	To confirm a draft annotated outline of document	BC Lead All PT WG Members	<ul style="list-style-type: none"> Annotated Outline 	July 2016 (TBD based on CDM)	July 2016 (Analysis)
	CDM Phone Call	To confirm annotated outline and approach to “how to” document and obtain endorsement by CDM.	BC Lead	<ul style="list-style-type: none"> Annotated Outline CBN 	July 2016 (TBD based on CDM)	July 2016 (TBD based on CDM)
	1st Draft Report.	To validate draft document and any additional analysis and evaluation of findings To consolidated summary of findings To confirm interpretations and recommendations	All PT WG Members and Contractor	<ul style="list-style-type: none"> First Draft 	August 2016	August 2016
	2nd Draft Report	To Confirm Final document	All PT WG Members and Contractor	<ul style="list-style-type: none"> Second Draft 	September 2016	September 2016
Final Drafting and Approval	Final Draft Report	To obtain endorsement by CDM	BC Lead	<ul style="list-style-type: none"> Final Draft CBN 	Late Fall 2016 (TBD based on CDM)	Late Fall 2016 (TBD based on CDM)

Provincial Territorial Working Group on Mental Health & Substance Use

Phase Two Workplan

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Provincial Territorial Working Group on Mental Health & Substance Use

Phase Two Workplan

MHSU WG Critical Path to Fall 2016 P/T HMM

DATE	EVENT / TASK	DELIVERABLE
March 31, 2016	WG meeting	Review project objectives, deliverables and methodology; finalize CBN and WP
April 1, 2016	Materials due for April 14 – 15 CDM	Final CBN and Attachment (Work Plan)
April 14, 2016	WG meeting	Review information gathering methodology; contractor scope of work
April 15, 2016	PT DMs Teleconference	
April 28, 2016	WG meeting	Finalize project objectives, deliverables and methodology; details of info gathering
May 12, 2016	WG meeting	KE: Presentation (TBD); review progress on information gathering
May 19, 2016	PT DMs Teleconference (TBD)	
May 26-27, 2016	PT Conference of Deputy Ministers	
May 26, 2016	WG meeting	KE: Presentation (TBD); review progress on information gathering
June 9, 2016	WG meeting	KE: Presentation (TBD); review progress on information gathering
June 23, 2016	WG meeting	KE: Presentation (TBD); review progress on information gathering
June 23, 2016	PT DMs Teleconference	
July 7, 2016	WG meeting	Preliminary analysis of results and guide outline; draft CBN and guide outline
July 14, 2016	Materials due for July 28 PT DMs T/C	Final CBN and Attachment (guide outline)
July 21, 2016	WG meeting	Process for updating the compendium; policy questions for SPOR, MHCC
July 28, 2016	PT DMs Teleconference	Receive progress update and provide direction on results and report outline
August 4, 2016	WG meeting	Finalize deliverables and guide outline; process for updating the compendium
August 18, 2016	WG meeting	Review 1 st draft “how to” guide and updated compendium
August 25, 2016	PT DMs Teleconference	
September 1, 2016	WG meeting	Review 2 nd draft “how to” guide and updated compendium
September 15, 2016	WG meeting	Review final guide and compendium; finalize CBN and Attachments to HMM
September 16, 2016	Materials due for September 29 PT DMs T/C	Final CBN and Attachments (“how to” guide, updated compendium)
September 29, 2016	WG meeting	<i>Cancel – to be confirmed</i>
September 29, 2016	PT DMs Teleconference	Approval CBN and Attachment(s) to HMM*
October 13, 2016	WG meeting	
October 27, 2016	WG meeting	
November 10, 2016	WG meeting	
November 24, 2016	WG meeting	

Provincial Territorial Working Group on Mental Health & Substance Use

Phase Two Workplan

December 8, 2016	WG meeting	
December 22, 2016	WG meeting	

***Date for HMM and PT DM teleconferences/meetings in October to December - TBD**

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