

PRIMHD NGO User Group

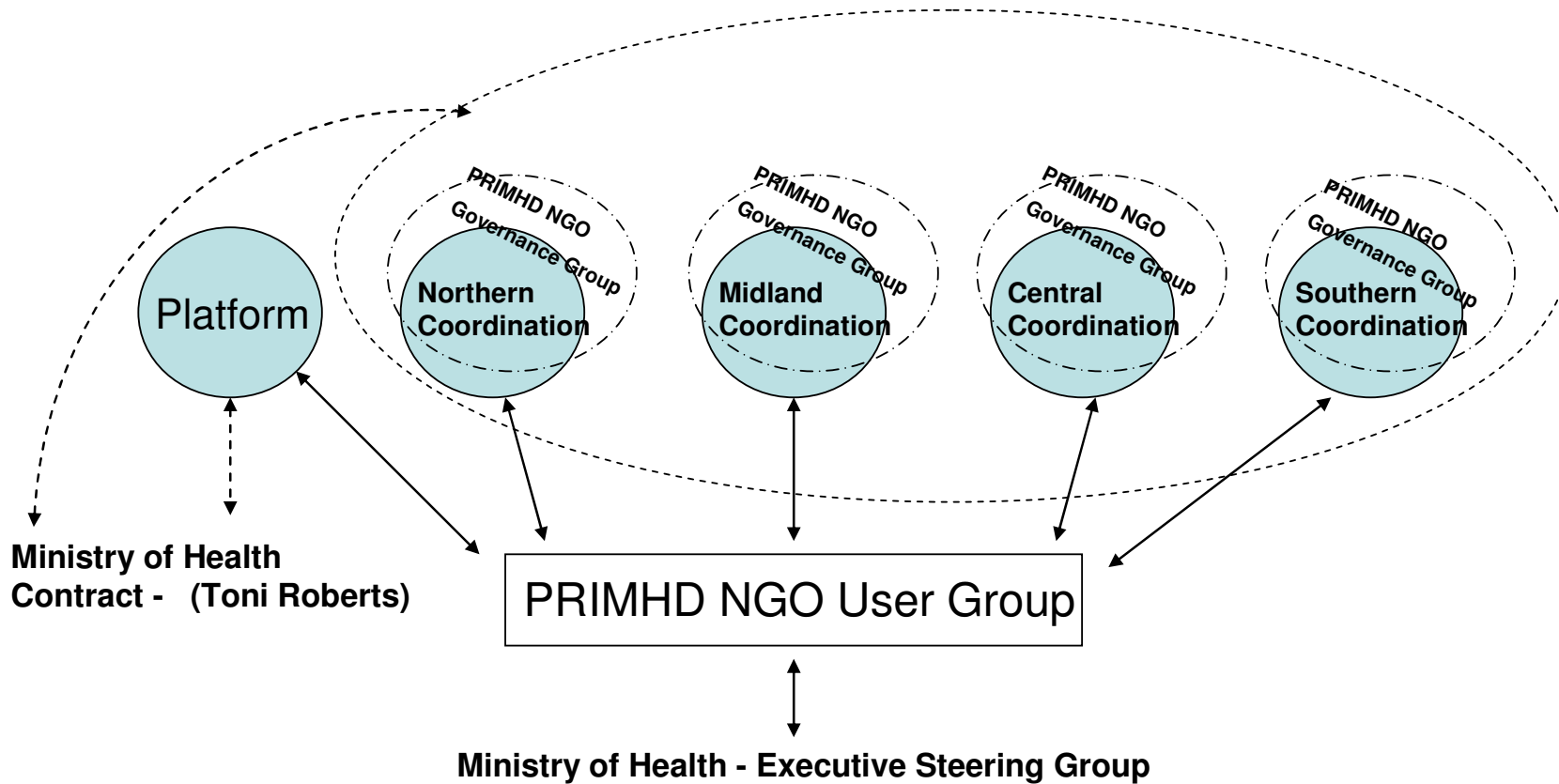
Terms of Reference

Title	PRIMHD NGO User Group						
Purpose	<p>The PRIMHD NGO User Group exists to support a collaborative and coherent implementation of PRIMHD as it is extended to include contracted NGO mental health and addiction providers.</p> <p>To present a user perspective on implementation future benchmarking and use of data.</p>						
Proposed Membership	Ministry of Health	Regional Coordination	Funders and Planners	Regional NGOs	Other projects	Expert Advice	
	PRIMHD Project leader Project sponsor Business Owner	Northern Midland Central Southern	Designated rep from national funding & planning group	At least one NGO from each regional governance Group	KPI	The perspective of national providers PRIMHD continuity	
Roles of the Group	<ul style="list-style-type: none"> • Support, advise and guide the national implementation of PRIMHD with regards to the NGO sector • Monitor progress of the regional NGO PRIMHD implementation plans and timelines • Actively promote the vision and philosophy behind the initiative with the Ministry of Health, DHBs, NGOs and others as required • Facilitate an understanding of the benefits which can be realised through this initiative, and focus on these benefits to support decision making. 						
	<ul style="list-style-type: none"> • Identify and report to the Executive Steering Group (ESG) issues that are emerging as the programme is implemented relating to timeframe, cost, practices, stakeholder engagement • Determine areas where collaborative activity will benefit NGO implementation and support Regional Coordinators to share this information across the regions • Bring to the NGO User Group ideas and learning that will facilitate an improved roll out • Identify national projects and initiatives by the Ministry of Health, and other Government departments or agencies that may influence PRIMHD and where appropriate seek an interface • Monitor and report to ESG on national project alignment and appropriate actions to ensure ongoing alignment • Establish a mechanism that will ensure NGO contribution to the PRIMHD code sets review of HISO 2011 • To provide expert advice and advocacy on behalf of NGOs in relation to PRIMHD 						

Accountability & Relationships	<ul style="list-style-type: none"> • The NGO PRIMHD User Group will be accountable to the PRIMHD ESG. High level activity reports will be provided quarterly following each meeting • The NGO PRIMHD User Group will have a relationship with the NGO PRIMHD Regional Governance Groups • The NGO PRIMHD User Group will be a vehicle to oversee the PRIMHD training as it becomes a regional coordination function • The NGO PRIMHD User Group will be a vehicle for additional face to face meetings for Regional Coordinators
Meeting frequency	<p>Meetings will be held quarterly</p> <p>9AM – 4PM - Level 3 147 Tory Street Wellington</p> <p>24th Nov 2009</p> <p>23rd Feb 2010</p> <p>25th May 2010</p>

3. NGO PRIMHD Stakeholder Overview

Stakeholders	Role	Points of Contact
All contracted mental health and addiction NGOs	Contributors to PRIMHD collection	Individually Through local and regional NGO networks Through NGO sector leadership groups
DHB Funders and Planners	Users of PRIMHD data to inform decision making	Individually Through national and regional Funders and Planner's meetings
Regional Coordination	Local leadership, planning and implementation of PRIMHD NGO roll out	Employing agency Local networks National networks Shared Services Agencies
Ministry of Health Information Collections and Analysis	Project owner Data collection, accuracy and compliance with standards integrity Benefits realisation	National Systems Senior Personnel PRIMHD Project Manager
Ministry of Health Improvement and Infrastructure Population Health Directorate	Business Owner Benefits realisation	PRIMHD Implementation Leader/Contracts Manager
Ministry of Health Executive Steering Group (ESG)	Project Governance Monitor Project performance and ensure compliance	Regular meetings
Platform	Contractor to MoH to: <ul style="list-style-type: none"> Promote the use of PRIMHD within the NGO sector. Support the activity of the Ministry of Health PRIMHD national rollout team and regional co-ordination Provide support to the NGO PRIMHD project. Linkage to ESG <p>To convene, support and implement actions from the NGO PRIMHD User Group</p>	NGO Regional and national networks NGO sector leadership networks Partnership with shared services agencies where applicable Regional contract holders
Other projects KPI District specific reviews	These projects interface with the collection and utilisation of PRIMHD information	Input into PRIMHD as and when required



Notes:

1. Midland, NDSA, Otago DHB and Capital Coast DHB have a contractual relationship with the Ministry of Health for regional co ordination of NGO PRIMHD
2. Platform has a contractual relationship to the Ministry of Health to provide national advice and leadership to PRIMHD
3. It is envisaged that each region will have a local Governance group that will include NGO representation
4. The PRIMHD NGO user group is accountable to the PRIMHD Executive Steering group