



**Present:** Akatu Marsters, Eseta Nonu-Reid, Katherine Fell, Rachael Poaneki, Vivienne Martin, Marita Ranclaud, Lesley Watkins, Tom Scott, Connie Hui, Vivienne Martin (11.30am) & Belinda Walker (11.30am)

**Apologies:** Jenny James


**Guest:** Graham Porter (1.00pm)

No.	Topic	Discussion Points	Planned Action	By
1.	<b>Welcome, Elect Chair &amp; Apologies</b>	<ul style="list-style-type: none"> <li>▪ Chairperson – Marita</li> <li>▪ Apologies – Jenny James</li> </ul>		
1.2	<b>Previous Draft Minutes for Approval &amp; Matters Arising</b>	<p><b>Page 2: 1.2 – National Portfolio Meetings</b></p> <ul style="list-style-type: none"> <li>▪ Reword last two bullet points (Eseta)</li> </ul> <p><b>Page 2: 1.2 – Methamphetamine</b>            MoH met with 3 successful providers – Eseta meeting with groups to discuss mapping of processes and pathways</p> <p><b>Page 3: 1.2</b></p> <ul style="list-style-type: none"> <li>▪ Remove bullet point under “Planned Action” – Send paper to group, Katherine &amp; Rachael</li> <li>▪ Eseta sent out Waylyn’s feedback – Evaluation Process</li> </ul> <p><b>Page 3: 2.1 – Residential Subsidiary Service Update</b></p> <ul style="list-style-type: none"> <li>▪ Eseta still representing Midland on this group</li> <li>▪ Canvas social worker advisors for feedback</li> </ul> <p><b>Page 3: 2.2 – ED Supervision Training Update</b></p> <ul style="list-style-type: none"> <li>▪ Reporting has not been received – still needs following up</li> <li>▪ 15 Scholarships issued to the Midland Region for ED Conference</li> </ul> <p><b>Page 5: 2.6 – NASC Alignment Project</b></p> <ul style="list-style-type: none"> <li>▪ The draft project scope needs to be prepared</li> </ul> <p><b>Page 6: 2.8 – MH DSS Interface Project</b></p> <ul style="list-style-type: none"> <li>▪ Combined follow up workshop on the 31 August</li> <li>▪ Katherine – bring along Service Coverage document to meeting which will be useful</li> </ul>	<ul style="list-style-type: none"> <li>▪ Send out last minutes from Te Kokiri group</li> <li>▪ Eseta to circulate to MRCL and MRPMgrs</li> <li>▪ Remove action points</li> <li>▪ Eseta nominated Ruth</li> <li>▪ Follow up required</li> <li>▪ Eseta to prepare and circulate</li> </ul>	

No.	Topic	Discussion Points	Planned Action	By
		<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>▪ Moved by Marita – unanimous agreement</li> </ul>		
2.	<b>AGENDA ITEMS</b>			
2.1	<b>Regional Updates (Confidential)</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>		
2.2	<b>CEP Planning</b>	<ul style="list-style-type: none"> <li>▪ Letter from Midland CEOs – Instructions to Develop Plan by November</li> <li>▪ All Midland areas received letter from MoH, David Chaplow requesting local CEP plan.</li> <li>▪ Eseta followed up with David requesting Midland CEP plan with a local action plans attached due to huge workload this plan would create for the Portfolio managers and change management. David agreed.</li> <li>▪ Ideal to have a template filled in by Portfolio Managers attached to the CEP regional plan and report on action plans annually to include with Te Kokiri template</li> <li>▪ At BOP Workshops the Coordinators of CEP Workshop advised a regional plan will be submitted</li> <li>▪ Waikato has started summary and key points</li> <li>▪ Lakes held a workshop at LLAG to look at questions “what does it mean to be CEP capable” and compared these against 7 Key Principles of Te Ariari. – unanimous agreement as to what this means to Lakes as a sector. The other question asked was “Do you value CEP and how much do you value this?” – this was about the buy in. All agreed this initiative should be at the top as this covered 80% to 90% of the client base. Marita working alongside the managers of the services to get the buy in</li> <li>▪ Practicality did not come through the workshops – Matua Raki and Te Pou are working their Tools &amp; Techniques for CEP. Midland preference to use Matua Raki</li> <li>▪ Where does the ownership sit with coordinating CEP? – Contractual changes should only sit with Portfolio managers however the drive for CEP strategy at a local level should come from GMs and Clinical directors</li> </ul> <b>Tools &amp; Techniques</b> <ul style="list-style-type: none"> <li>▪ Survey tool included in the workshop packs, this can identify what needs to be done to become CEP capable</li> <li>▪ Process map with individual providers</li> <li>▪ Ruth will be building relationships with Matua Raki &amp; Te Pou in August and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draft regional plan and template &amp; circulate</li> <li>▪ CEP workshop notes to Eseta to assist with plan</li> <li>▪ Katherine to send through</li> <li>▪ Ruth will roll out the tools &amp; techniques in the region for consistency</li> <li>▪ Write formally to David requesting a formal response to CEs</li> <li>▪ Provide update at</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eseta</li> <li>▪ Everyone</li> <li>▪ Katherine</li> <li>▪ Ruth</li> <li>▪ Eseta</li> <li>▪ Ruth</li> </ul>



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2.4	<b>Update on the Midland strategic planning days - action plans</b>	<p>Eseta thanked Portfolio Managers for attending the Midland Strategic Planning days as this was beneficial for the portfolio managers supporting and assisting the planning.</p> <ul style="list-style-type: none"> <li>▪ All regional forums were asked to identify actions plans for undertake for 10/11</li> <li>▪ Actions for MRADD (Addictions), MRGAFW (Family Whanau), HTNK (Consumer) report tabled</li> <li>▪ Nga Purei identified the following actions: (Maori Advisory Group) <ul style="list-style-type: none"> <li>○ Wharerata Declaration</li> <li>○ Whanau ora (support and implementation)</li> <li>○ Takarangi Core Competencies Phase 2 &amp; 3</li> </ul> </li> <li>▪ Eseta to map out a template for action plan and report as part of the regional Te Kokiri report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eseta to do template</li> <li>▪ Circulation to PMgrs &amp; GMs for sign off</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eseta</li> </ul>
2.5	<b>NGO PRIMHD Update</b>	<p><b>NGO Provider Update</b></p> <ul style="list-style-type: none"> <li>▪ Concerns Waikato area are not going to be compliant for the end of September</li> <li>▪ Deadline for compliance date was moved from December to September due to PRIMHD coordinators contracts ending in December and they will not be around to support providers with any issues</li> <li>▪ MoH are aware Midland will stick with December timeframe due to PRIMHD contract ending in July 2011</li> <li>▪ Midland will try and get everyone onboard by September, however there are delays around digital certificates, re-training, loading etc. Belinda brought into train providers and get them to manually record information</li> </ul> <p><b>National Update tabled</b></p> <ul style="list-style-type: none"> <li>▪ Vendor forum coming up on 18 August – should have happened at the end of the year</li> </ul> <p><b>PRIMHD Briefing Paper tabled</b></p> <ul style="list-style-type: none"> <li>▪ At the conclusion of the project what is the process for providers when contracts change and mapping documents need amending?</li> <li>▪ This is a MoH process and they need to talk to Sector Services and Contract requesters</li> <li>▪ Portfolio managers are not part of the process and do not know the system and do not have the capacity to take on this additional work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monthly progress report &amp; dates for Waikato &amp; BOP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vivienne</li> <li>▪ Belinda</li> </ul>

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		<ul style="list-style-type: none"> <li>▪ Belinda and Vivienne will map to new specifications – discussions need to occur with Portfolio managers with providers, the updates will help</li> <li>▪ Service spec plan is a 3 year changeover – does Sector Services have the knowledge of mapping?</li> <li>▪ NO additional funding within regional network to fund PRIMHD coordinator</li> <li>▪ There is also issue around the training – especially around re-training due to changeover of staff</li> <li>▪ <b>Recommended to do a paper to GMs and through Portfolio managers as this is a national issue</b> <ul style="list-style-type: none"> <li>○ Midland Portfolio Managers suggest the mapping is a process that should be undertaken by Sector Services &amp; MoH initiative to drive this</li> <li>○ Nationally there needs to be ongoing funding to support NGO providers around changes to contracts</li> <li>○ Online training and support delivered by the National Health Board</li> </ul> </li> </ul> <p><b>Reporting for DHBs</b></p> <ul style="list-style-type: none"> <li>▪ Examples of the types of reports to P&amp;Fs for providers</li> <li>▪ 8 types of reports but none by PUC or agreement number</li> <li>▪ Currently no capacity to make changes for reporting</li> <li>▪ Loading of data manually to PRIMHD online allows access to information by providers – the Midland Coordinators are using this dual process with NGOs</li> <li>▪ Stage 3-5 providers will be able to access relevant reports</li> <li>▪ Stage 2 – NO, have recommend that MoH to do an audit to ensure all organisations are mapped correctly including PU codes all into 1 team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vivienne to feedback to PRIMHD group</li> <li>▪ Vivienne to draft paper and circulate to PMgrs for amendments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vivienne</li> <li>▪ Vivienne</li> </ul>
2.6	<b>Capacity Register</b> <b>Vacancy Web Health presentation</b>	<p><b>Overview</b> This is a resource for referrers to utilise when locating respite or other categories of beds</p> <ul style="list-style-type: none"> <li>▪ Refer to embedded document for Key Points</li> </ul> <div style="text-align: center;">         SKMBT_C353        10091712330.pdf  <b>Key Points</b> </div> <ul style="list-style-type: none"> <li>▪ Refer to embedded document for functionality of register <b>Will be embedded once sourced</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ PMgrs to give feedback to Eseta</li> <li>▪ Graeme will follow up with Eseta</li> </ul>	<ul style="list-style-type: none"> <li>▪ All</li> <li>▪ Eseta</li> </ul>

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		<ul style="list-style-type: none"> <li>▪ There is interest from PMgrs – recommended Graeme present this with individual DHB NASC teams</li> </ul>		
2.7	<p><b>Midland AOD project - portfolio managers views on the project plan sent through by Waikato DHB</b></p>	<ul style="list-style-type: none"> <li>▪ Eseta and others thanked Katherine and Rachael for developing project scope. Seeking feedback before this is signed off</li> <li>▪ Terry Huriwai to coordinate project</li> <li>▪ Option 4 – bring consistency in the Midland region, encourage all DHBs to implement and is supported by all</li> <li>▪ Timeframe will take no longer than a month including report</li> </ul> <p>Update: NASC</p> <ul style="list-style-type: none"> <li>▪ Project scope to be developed</li> <li>▪ Roz to coordinate project</li> <li>▪ Timeframe – month which includes the report</li> <li>▪ Already has background information</li> </ul> <p>Needs Analysis Project:</p> <ul style="list-style-type: none"> <li>▪ Joan Mirkin to coordinate project</li> <li>▪ Joan tasked to write project scope and would like to consult with PMgrs and MRCL forum - For Waikato region Jane Hudson recommended to consult with</li> <li>▪ Beneficial and useful based on the 2005 Needs Analysis format to go into current 2010-2015</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eseta to circulate final paper to PMgrs prior to sign off by GMs</li> <li>▪ Joan Mirkin to attend next PMgrs meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eseta</li> </ul>
2.8	<p><b>Update on the Midland DHBs EOIs for Midland under spend</b></p>	<p><b>Bay of Plenty</b></p> <ul style="list-style-type: none"> <li>▪ Specialist MH for Older Person – Memory Clinic interface with Primary Care</li> <li>▪ Palliative Care pathways for older person in MH services</li> <li>▪ Early intervention project in ED where 14-17yrs olds present with alcohol related harm who have a intervention follow up. Trialled in Tauranga over summer period which included NGO and police</li> </ul> <p><b>Taranaki</b></p> <ul style="list-style-type: none"> <li>▪ Adult Continuum review – project management support across NGO &amp; Provider Arm</li> </ul> <p><b>Waikato</b></p> <ul style="list-style-type: none"> <li>▪ One off funding for providers for compliancy to PRIMHD</li> </ul> <p><b>Gisborne</b></p> <ul style="list-style-type: none"> <li>▪ To be advised</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proposals to Eseta by the end of August for circulation to PMgrs and sign off by GMs</li> </ul>	<ul style="list-style-type: none"> <li>▪ All</li> </ul>

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		<b>Lakes</b> <ul style="list-style-type: none"> <li>▪ Workforce Development component for Co-existing project</li> </ul>		
2.8	<b>Domicile Agreement</b>	<ul style="list-style-type: none"> <li>▪ NDSA managing of domicile codes – issues around regional forensic services. Operational Policy Framework which identifies what domiciliary codes means and the responsibilities of DHBs returning clients back to their areas</li> <li>▪ Agreement to accept the operational policy framework as Midland region</li> <li>▪ Reinstating this is the agreement which all CEs from Midland DHB has signed off on</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agenda item for MRCL to get agreement</li> </ul>	
	<b>General Business (Confidential)</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
3.	<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>▪ <b>06 October 2010, Best Western Braeside, Rotorua</b></li> </ul>		