

Primary Health Network Advisory Panel on Mental Health

Terms of Reference	2
Membership.....	3
Panel meeting one	4
PHN Forum one.....	5
Independent Study one	6
Panel meeting two	7
Independent Study two	8
Panel meeting three.....	9
PHN Forum two.....	10
Panel meeting four	11

Terms of Reference

Primary Health Networks (PHNs) have substantial responsibilities in mental health:

- plan and commission primary mental health care services at the regional level
- plan and coordinate the clinical service needs of people with severe and complex mental illness who are managed in primary care
- implement evidence-based stepped care
- integrate services in partnership with state and territory governments, general practitioners, non-government organisations, National Disability Insurance Scheme providers and other related services, organisations and providers.

The Primary Health Network Advisory Panel on Mental Health (the Panel) will serve five main functions:

1. To consider and provide advice regarding the guidelines for mental health commissioning issued to the 31 PHNs and oversee the development of a Framework for Primary Health Network mental health commissioning, noting that commissioning is a cyclical process of local consultation, local design and local solutions.
2. To oversee an analysis of the 2016/17 Department of Health-approved needs assessments and mental health plans developed by the 31 PHNs.
3. Following the analysis, provide advice to the Minister for Health on strategies to support the 31 PHNs to efficiently and effectively carry out their commissioning responsibilities in mental health.
4. Provide recommendations to the Minister for Health about the optimal system architecture and arrangements for supporting the role of PHNs in ongoing mental health reform.
5. Provide guidance for peak bodies and Colleges on how their members can engage with the PHN commissioning process

Process

The Panel will be time-limited. It will hold four meetings and conduct two PHN Forums. It will be assisted by independent consultants to:

- (i) develop a Framework for Primary Health Network mental health commissioning informed by the analysis of the guidelines for mental health commissioning
- (ii) undertake an analysis of needs assessments and mental health plans
- (iii) compile reports for individual PHNs based on the Framework
- (iv) compile an interim aggregate report in relation to PHN mental health commissioning and a final report for the Minister for Health.

Consultants will also assist with preparation of papers where necessary and provide independent facilitation for the two PHN forums.

Membership

- Frank Quinlan – Mental Health Australia (Co-Chair)
- Dr Peggy Brown – National Mental Health Commission (Co-Chair)
- Vahid Saberi - North Coast NSW Primary Health Network
- Learne Durrington - WA Primary Health Alliance
- Abbe Anderson - Brisbane North Primary Health Network
- Amanda Bresnan – Community Mental Health Australia
- Professor Lyn Littlefield – Australian Psychological Society
- Associate Professor Kim Ryan – College of Mental Health Nurses
- Dr Kym Jenkins – Royal Australian and New Zealand College of Psychiatrists
- Professor Pat McGorry - The National Centre of Excellence in Youth Mental Health
- Jackie Crowe – National Mental Health Commission Advisory Board
- Lucy Brogden – National Mental Health Commission Advisory Board
- Dr Morton Rawlin – Royal Australian College of General Practitioners
- Dr Mark Wenitong – Indigenous and remote health
- Samuel Hockey – Youth lived experience
- Nominee from the National Mental Health Consumer and Carer Forum

Timeframe

Panel meeting one

Purpose

- Establish panel processes and arrangements
- Consider and confirm panel workplan and timeline
- Prepare and consider consultant briefs
- Consider a communication strategy

Agenda

- Introductions
- Terms of reference
- Conflict of interest
- Workplan
- Agree list of key stakeholders for invitation to forums and consultation process
- Agree pre-work for PHN Forum 1
- Communications strategy

Resources

- To be co-chaired by Peggy Brown and Frank Quinlan.
- Secretariat support to be provided by the Department of Health, in consultation with the Chairs
- Travel and sitting fees for consumer and carer representatives to be funded by Department of Health
- Substantive papers and content to be prepared by independent consultants

Outcomes

- An agreed workplan, timeline and communication strategy for the panel
- An agreed list of key stakeholders

PHN Forum one

Purpose

- Bring together PHNs, sector representatives, consumers and carers and experts to consider PHN mental health planning and commissioning
- Understand PHN mental health reform process to date – key milestones and deliverables, minimum data set, outcome measurement, and evaluation processes
- Examine existing guidelines for PHN mental health commissioning
- Inform development of an agreed Framework for Primary Health Network mental health commissioning that outlines what is required by when for both lead and non-lead PHN sites

Agenda

- Opening plenary to discuss the aims of the panel process
- Presentations/discussion starters from a number of key stakeholders
- Framework for Primary Health Network mental health commissioning – outline of goal and development process
- Group discussions to consider:
 - Stepped care
 - Suicide prevention
 - Youth
 - Severe and complex mental illness
 - Guidance and Commissioning
- Plenary to discuss feedback from group discussions to be picked up in development of the Framework
- Confirm list of stakeholders for consultation process
- Confirm co-chairs will authorise draft Framework to go to consultation

Resources

- To be co-chaired by Peggy Brown and Frank Quinlan.
- Secretariat support to be provided by the Department of Health, in consultation with the Chairs
- Travel and sitting fees for consumer and carer representatives to be funded by Department of Health
- Independent facilitation and writing up of group discussions

Outcomes

- A shared understanding of current requirements and progress
- Clear recommendations for future guidance and practice to be picked up in the Framework
- Early recommendations for future guidance materials and support required

Independent Study one

Aims

- Develop and document a draft Framework for consultation based on the discussion and feedback from the first PHN Forum
- Consult with all key stakeholders on the draft Framework
- Document all feedback received and the recommended response to each item
- Revise the draft Framework based on the feedback received
- Develop a comparative matrix for analysis of PHN mental health commissioning against the Framework

Resources

- Consultancy brief to be developed by the Panel
- Consultants to be funded by the Department of Health
- Department of Health and Panel Co-Chairs to collaborate on the selection of the independent consultants
- Independent study one to be conducted by independent consultants
- Stakeholder list for consultation as per Panel meeting one

Outcomes

- Initial draft Framework for consultation purposes
- Consultation feedback and recommended responses
- Revised draft Framework informed by feedback from consultation
- Comparative matrix for analysis of PHN mental health commissioning

Panel meeting two

Purpose

- Consider feedback from the first PHN Forum
- Consider draft Framework and feedback from the consultation
- Finalise the Framework and refer to Minister for Health for endorsement
- Agree comparative matrix
- Confirm process for independent study two (analysis)

Agenda

- Opening discussion regarding first PHN Forum
- Draft Framework – presentation from consultants
- Feedback from consultation process
- Agree final Framework to be referred to the Minister for Health for endorsement
- Agree comparative matrix
- Confirm consultancy brief for independent study two (analysis of PHN plans against the Framework)

Resources

- To be co-chaired by Peggy Brown and Frank Quinlan.
- Independent consultants to present drafts, facilitate and incorporate feedback
- Secretariat support to be provided by the Department in consultation with the Chairs
- Travel and sitting fees for consumer and carer representatives to be funded by Department of Health
- Consultancy brief for independent study two (analysis) to be developed by the Panel
- Consultants to be selected by the Department of Health
- Independent study two to be conducted by independent consultant

Outcomes

- Final Framework for Primary Health Network mental health commissioning prepared for endorsement by Minister
- Agreed comparative matrix
- Confirmed consultancy brief for independent study two (analysis)

Independent Study 2

Aims

- To analyse the needs assessments and mental health plans submitted by Primary Health Networks against the Framework using the agreed comparative matrix
- To note progress of the plans towards key objectives as outlined in the guidance materials – including best practice examples and useful resources and tools in use
- To develop independent feedback to individual PHNs based on the Framework (should they wish to receive it)
- To draft an aggregate report on the progress being made by PHNs with particular reference to:
 - assertive outreach services
 - low intensity mental health services
 - early intervention for children and young people
 - providing mental health services to people in rural and remote areas and other under-served and/or hard to reach populations
 - coordinating care and services for people with severe and complex mental illness
 - suicide prevention
 - integration of services for Aboriginal and Torres Strait Islander communities

Resources

- Consultancy brief developed by the Panel (as per Panel meeting two)
- Consultants to be funded by the Department of Health
- Department of Health and Panel Co-Chairs to collaborate on the selection of the independent consultants
- Independent study to be conducted by independent consultant

Outcomes

- An individual report for each PHN based on the analysis of their activities against the Framework
- An interim aggregate report for the Minister for Health on progress of PHN commissioning against the Framework and including examples of best practice

Panel meeting three

Purpose

- Consider outcomes of the analysis
- Finalise the agenda for PHN Forum two

Agenda

- Draft individual PHN reports (TBC)
- Examples of best practice and useful resources and tools in use – from the analysis
- Draft aggregate report – presentation from consultants
- Agree agenda and process for PHN Forum 2
- Agree papers to be prepared (if required) regarding future capacity building, knowledge exchange, outcome measurement, and structure and processes

Resources

- To be co-chaired by Peggy Brown and Frank Quinlan.
- Independent consultant to present drafts, facilitate and incorporate feedback
- Secretariat support to be provided by the Department of Health, in consultation with the Chairs
- Travel and sitting fees for consumer and carer representatives to be funded by Department of Health

Outcomes

- Agreed draft interim aggregate report on the analysis (including best practice examples) to the Minister for Health
- Agreed agenda for second PHN Forum

PHN Forum two

Purpose

- Bring together PHNs, sector representatives, consumers and carers and experts to consider and provide feedback on the aggregate report
- Consider and make recommendations regarding optimal system architecture, measurement of outcomes, and arrangements for supporting the role of PHNs in ongoing mental health reform

Agenda

- Opening
- Final Framework and comparative matrix
- Presentation of interim aggregate report
- Consider interim aggregate report (may require group work)
- Discussion regarding future capacity building, knowledge exchange, outcome measurement, and structure and processes
- Recommendations to be included in final report
- Future agenda and how to deal with any issues

Resources

- To be co-chaired by Peggy Brown and Frank Quinlan.
- Independent consultant to present draft aggregate report, facilitate and incorporate feedback
- Secretariat support to be provided by the Department in consultation with the Chairs
- Travel and sitting fees for consumer and carer representatives to be funded by Department of Health
- Independent consultants required for facilitation and for preparation of papers (as required)

Outcomes

- A shared understanding of current state of services being commissioned
- An agreed set of recommendations regarding future arrangements

Panel meeting four

Purpose

- Consider feedback from PHN Forum two
- Consider draft recommendations from the PHN forum regarding optimal system architecture, measurement of outcomes, and arrangements for supporting the role of PHNs in ongoing mental health reform
- Develop final report to the Minister

Agenda

- Feedback from PHN Forum two
- Draft recommendations
- Final report to the Minister for Health – to include the Framework, aggregate report and recommendations regarding future system architecture and supports
- Cessation of Advisory Panel

Resources

- To be co-chaired by Peggy Brown and Frank Quinlan.
- Draft final report to be provided by independent consultant
- Secretariat support to be provided by the Department in consultation with the Chairs
- Travel and sitting fees for consumer and carer representatives to be funded by Department of Health

Outcomes

- Agreed final report including aggregate report and recommendations regarding future system architecture, measurement of outcomes and supports for PHNs in mental health reform