

Ontario Intensive Treatment Pathway Implementation Advisory Group Terms of Reference

Authority

The Implementation Advisory Group is not a decision-making body. Members will provide advice and guidance that will be used to make recommendations to the OITP Executive Leader and the Steering Committee, as well as the Ministry of Health where applicable.

The Implementation Advisory Group will operate according to these Terms of Reference.

Background

The Ontario Intensive Treatment Pathway (OITP) initiative was established by the Ministry of Health in March 2024 based on the input and advice of the Child and Youth Mental Health Lead Agency Consortium.

Role of Implementation Advisory Group

Collectively, the role of the Implementation Advisory Group:

- Provides guidance and advice that supports the OITP Steering Committee, either directly or via the Executive Leader, to deliver the expected outcomes.
- Shares expertise on implementation science, quality standards and evaluation, as well as engagement and co-design.
- Assists the OITP leadership to understand the regional environment and challenges/pressures for alignment and adoption.
- Assists the Executive Leader to mitigate or treat risks and issues identified throughout the program design and implementation process.
- Informs and advises the Executive Leader on any information that may help with or negatively impact the OITP's delivery.
- Reviews information and guidance provided to ensure alignment with the OITP's strategic vision.

Key Deliverables:

Quality Standard for Live-In Treatment Services

- Support the development of a quality standard for Live-In Treatment Services in the province of Ontario, which includes indicators and recommended measures.

Implementation of OITP at the regional intensive treatment network level

- Develop an implementation roadmap for OITP, rooted in the Knowledge Institute's evidence-based approach to planning, doing and sustaining implementation efforts.
- Identify key milestones and targets for each regional intensive treatment network – hub and spokes.
- Lead and promote meaningful engagement of young people and families in the implementation process.

Evaluation of OITP

- Develop pathway logic model for anticipated OITP processes and clinical and quality outcomes.
- Develop evaluation framework, including process- and outcome-focused questions, indicators, and measures for success (rooted in quality standard for intensive service delivery).
- Support evaluation activities both broadly at the OITP system level, as well as across regional intensive treatment networks.

Key Responsibilities:

- Work with regional intensive treatment networks (once they are selected) to support, guide or address:
 - Collaborative practices to ensure aligned service delivery across the network of networks/organizations.
 - Integration of services / improve referral protocols and pathways? across networks for seamless client access and ease of transfer between organizations.
 - Meaningful youth and family engagement principles and practices.
- Provide high level advice on the development and maintenance of quality standards for OITP (starting with Live-In Treatment), including methodologies for evidence review.
- Provide advice on OITP activities around implementing the OITP model and service pathways, including engagement of various cross-sectoral partners in partnership for the development, access and use of needed treatment pathways.
- Apply lessons learned and adjust engagement and implementation activities as needed to support implementation and adoption that positively impacts access and outcomes for children, young people and families.
- Guide the development of resources and tools to increase understanding among partners regarding the OITP priorities.
- Advise on the progress towards the achievement of OITP-related goals and strategies to work through barriers to progress where required.
- Assist in the communication and dissemination (i.e. knowledge mobilization) of the approved guidelines within their own relevant structures and networks.

Expectations of Individual Members

The expectations of each advisory group member is to:

- Share their expertise and knowledge.
- Attend meetings and complete action items recorded in the meeting action list.
- Consider the perspectives of others in the group.
- Display leadership through engaging proactively and productively in discussions and assisting in identifying solutions.
- Report progress or concerns to Chair of the Implementation Advisory Group and/or OITP Executive Leader.

Authority for Decisions

The Steering Committee has responsibility for:

- Making all decisions related to project outcomes, deliverables, and outputs.
- Approving all project policy, procedures, and practices.

The Implementation Advisory Group has responsibility for:

- Making all recommendations related to their Role, via consensus model. If the group cannot achieve a consensus, a vote can be used to determine if the recommendation can be brought forward.
- Developing, revising, or advising on associated materials to support endorsement by other advisory groups, the Steering Committee or the Ministry of Health.

Tenure

The Implementation Advisory Group will start its work in September 2024 and remain in place for up to two years at which time the OITP's governance model will be reviewed and adjusted to meet its future state needs.

Meeting Administration

- [NAME – Chair Name] will chair all committee or advisory group meetings.
- Standing agenda items will be discussed at the first meeting, other agenda items will be added as per the group's work plan.
- Additional Subject Matter Experts (SMEs) will be invited to the meetings as required. Invitations will be sent to the SMEs by the OITP Executive Leader and Implementation Advisory Group Chair.
- Action items will be used to track the Implementation Advisory Group's activities and decisions. A log of decisions and recommendations will be maintained to track Steering Committee responses and to trigger additional next steps or work by the committee, advisory group or secretariat.
- The agenda and discussion papers will be sent to group members 5 days (a minimum of 3 days) before the meeting.
- The agenda will allocate up to 60 minutes per topic for discussion and decision.
- Meeting notes, actions and decisions will be circulated by the secretariat 3 days (a maximum of 5 days) after the meeting.
- Any feedback the committee or advisory group has will be provided to the project lead and presented at the next meeting.