

# Ontario Intensive Treatment Pathway System Planning Reference Group Terms of Reference

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## Authority

The System Planning Reference Group is not a decision-making body. They will provide expert advice and guidance to the System Planning Advisory Group and inform the recommendations to the OITP Executive Leader and the Steering Committee.

The System Planning Reference Group will operate according to these Terms of Reference.

## Background

The Ontario Intensive Treatment Pathway (OITP) 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 System Planning Reference Group Committee

### Key Deliverables:

- Support the work of the System Planning Advisory Group by reviewing and advising on their key deliverables, which include:
  - Provide a refined and updated current state analysis of live in treatment in Ontario for children and youth with the most intensive treatment needs.
  - Identify optimal clinical pathways for, and responses to, children and youth with intensive mental health treatment needs.
  - Provide evidence-informed service system delivery and coordination advice to guide response to health system issues, pressures, and priorities as it relates to Child and Youth intensive services.
  - Create high level service definitions for intensive model components at all levels of the model to guide the work of the OITP, particularly as it relates to the landscape and current state assessment as well as hub criteria needs.
  - Recommend guiding principles for how, when, where and for whom to use intensive treatment options in Ontario (System lens).
  - Act as the Leadership Committee for the 4-Phased Current State Assessment of intensive services in Ontario.

### Key Responsibilities:

- Apply a system lens and focus on the needs of the intensive treatment and complex service delivery system across Ontario.
- Serve as a reference to the System Planning Advisory Group, identifying issues of relevance to improve the service delivery model for intensive treatment.
- Provide advice on the development of an HHR Strategy with insights on the current workforce, opportunities, and challenges; Provide innovative HHR strategies to consider in the OITP implementation.
- As requested by the System Planning Advisory Group, provide technical advice on policies and strategies, ranging from development, assessment, use of intensive treatment interventions/options and their linkages with other health interventions from a system perspective.

### **Collectively, the role of the System Planning Reference Group:**

- Provides guidance and advice that supports the OITP System Planning Advisory Group to deliver the expected outcomes.
- Shares expertise on system planning and alignment.
- Assists the OITP to understand the provincial service delivery environment.

## **Expectations of Individual Members**

The expectations of each working group member is to:

- Share their expertise and knowledge.
- Attend meetings and progress 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 System Planning Reference 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 System Planning Reference Group has responsibility for:

- Being a key sector leadership table, providing suggestions to improve the materials developed by the System Planning Advisory Group.

## **Tenure**

The System Planning Reference 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**

- The System Planning Advisory Group chair(s) will also chair the reference group all committee meetings.
- The Reference Group will meet after every three System Planning Advisory Group meetings to support timely engagement and advice on the work underway.
- The agenda and discussion papers will be sent to the reference group members 5 days (a minimum of 3 days) before the meeting.
- The agenda will allocate up to 45 minutes for each discussion topic.