Background

The WA Mental Health Non Government Organisation (NGO) Information Development Technical Working Group (TWG) was established to assist the Mental Health Commission (MHC) in the development of data specifications and implementation strategies that will allow the MHC and NGOs to meet State and National reporting requirements. In July of 2012 the MHC distributed an information package describing these information development projects (see MHC website: <web address>).

WA mental health NGOs were invited to participate in the information development projects through the formation of the TWG on one of three levels:

Level 1: Sitting members—attendance at meetings, receive and provide feedback on agenda papers/minutes.
Level 2: Non-sitting members—receive and provide feedback on agenda papers/minutes but do not attend meetings.
Level 3: Non-members of Working Group—receive updates regarding information development when distributed.

The first WA TWG meeting was held at the MHC on 24 October 2012 with representation consisting of:

Level 1: 12 representatives from WA NGOs (including one representative from the WA Association for Mental Health - WAAMH)
Level 2: 11 representatives from WA NGOs.

The WA TWG is accountable to the MHC with agreements or recommendations provided to the Director of Performance and Reporting, MHC who is accountable to the MHC Corporate Executive.

The second meeting of the TWG was held at the MHC on Wednesday 5 December 2012. The following key information development activities were addressed by the TWG.

Endorsements

The minutes from Meeting One of the TWG were endorsed with no amendments. The Terms of Reference were also endorsed with no amendments. The endorsed minutes and endorsed Terms of Reference will be forwarded to the MHC Corporate Executive.
Agreements

**Communication**
Members agreed upon a communication strategy to provide non-sitting members with a summary of the TWG meetings. Following the meetings, a communiqué will be distributed to all MHC funded NGOs via email. In addition, the communiqué will be made available on the WAAMH and MHC websites.

**Standards Monitoring**
Members at the meeting agreed that the requirement for NGOs to be monitored against the National Standards of Mental Health Services (NSMHS) would be best incorporated into the Mental Health Non Government Organisation Establishment State Data Collection (MH NGOE SDC). Creating a Standards Module will facilitate consolidation of reporting requirements which will alleviate some burden.

**Outlet Level Reporting**
It was agreed that reporting at an outlet level would occur in the MH NGOE SDC, however this outlet reporting would be conditional, based on the service type and contract negotiations between the MHC and the Mental Health NGOs. Further details on this will be discussed at the next meeting.

**Discussions**

**Data Set Specifications 2013–14**
The TWG progressed clarification of the proposed data elements required for reporting under the MH NGOE SDC. It is the aim of the MHC to have the specifications used to describe NGO reporting requirements to the MH NGOE SDC in 2013–14 finalised at the conclusion of the next meeting. These specifications, once endorsed by the MHC Corporate Executive, will then be provided to MHC funded NGOs for defining activity reporting requirements in 2013–14.

**Data Collection Strategy**
Preliminary discussions about collection methodology and frequency were also progressed. Further consideration will be given in subsequent meetings to a strategy to enable: streamlined reporting; reduced burden; standardised collection; data validation; and feedback mechanisms.

**Next WA MH NGO Information Development TWG Meeting**
The next Information Development TWG meeting will be held at the Mental Health Commission on 23 January 2013.

Further information can be obtained by contacting:

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