

# Demonstration Projects: Additional Questions from Prospective Lead Agencies

**Answers added on 25 September 2008**

**Do lead agencies have to attach a hard copy of their organisation's policies and procedures or will a listing suffice?**

Part 3 of the submission template (page 31) asks consortia to "provide details of relevant supporting documents and attach copies to your submission". The emphasis here is upon 'relevant'. The purpose of this section is to ensure that lead agencies "have adequate experience and financial, technical and other resource capabilities to successfully undertake the submission in collaboration with consortium partners". In most cases this can be demonstrated by listing the relevant policies and procedures. We do not require a hard copy of your organisation's policies and procedures unless one of these policies or procedures is of immediate relevance to your consortium's submission.

**The catchment area for the demonstration projects can either be regional or sub-regional. If the catchment area is sub-regional, will the available project funding be reduced on a per capita basis?**

Funding levels will not be solely determined on the population size of the proposed project catchments. Other factors taken into consideration will be the scale and nature of the reforms being proposed. The funding cited in the Submissions Brief reflects the maximum funding that can be made available to the demonstration projects and indicative catchment sizes have been provided. Successful consortia will need to demonstrate through their initial submission and the subsequent development of the Reform Action Plan that the funding being sought is required to deliver the proposed reforms across the catchment area.

**Part 4 of the submission template (page 32) stipulates that all service providers are required to provide referees. Why is this necessary?**

We are asking each consortium to nominate at least two referees from key organisations within the proposed project catchment area and we recommend that consortia include a written reference signed by these referees as part of their submission. If these references are not provided with the submission, DHS will contact the referees of shortlisted consortia directly to seek a written statement as to whether partner agencies in the consortium have appropriate levels of community recognition and will be able to support the proposed reforms. Organisations constituting the consortium need to have the capacity to make credible and substantive contributions to the projects and the mental health reform agenda more broadly. Consortium members cannot act as a referee.

**Page 17 of the Submission Brief lists two priority areas for reform under "Specification 2". The language used seems to suggest that there is a different focus for the two age groups, with the emphasis being on intervening early with the pre-school/primary school group and on "a broader range of (...) problems" for the adolescent group. Does this different use of language reflect a different idea about the type of service you feel should be offered?**

No. A key focus of the Mental Health Reform Strategy and these projects is upon intervening earlier with a larger number of children and young people, with a broader range of problems and disorders. It is expected that successful consortia will indicate through their initial submission, and demonstrate in further detail in their Reform Action Plan, how this could be achieved.

### **Is the age range for the Demonstration Projects 0-24 or 0-25 inclusive?**

The age range is 0-25 inclusive. This brings the upper age limit in line with other youth programs, such as the Youth Early Psychosis program.

### **Does the submission have to include research or evidence-based planning?**

The Demonstration Projects are expected to be informed by an evidence-based approach throughout their lifecycle. It is up to the consortia to decide to what extent they need to cite data, policy directions or research findings to ensure that their submission meets the Key Selection Criteria set out on pp. 18-19 of the Submission Brief.

### **Page 30 of the Submissions Brief refers to 'value for money'. Are consortia required to submit a project budget at this stage?**

The reference to 'value for money' at this stage refers to the overall merit of the submission. Consortia are not required to include a budget as part of their initial submission. A realistic budget based on the scope and timing of the proposed reforms will be negotiated as part of the development of the Reform Action Plan.

### **Answers added on since 1 October 2008**

### **Please clarify who you envisage providing references for large organisations such as health services. Should a referee be provided for each consortium member or just two for the consortia as a whole?**

The consortium should nominate referees or provide written references that support their contentions about their capacity, as stated in their submission, to undertake the particular work and the nature of service provision required of these projects. More generic references pertaining to the functioning of the organisation as a whole are not required. The requirements of the Submission Brief overall and the Selection Criteria (Part B pp17-20) in particular should be taken into account in selecting referees. We are asking each consortium to nominate at least two referees from key organisations within the proposed project catchment area and we recommend that consortia include a written reference signed by these referees as part of their submission.

### **Does the submission have to be endorsed by the Regional Directors of DHS and DEECD? Does a consortium require a commitment from the Regional Directors of DHS and DEECD to establish a Regional Partnership Group should the submission be successful?**

This is not a requirement for a demonstration project submission. The submission brief for the Child and Youth Mental Health Service Redesign Demonstration Projects distributed in August 2008 contains an error. In Part C on page 21, *Conditions applying to this submission process* Section 7 *General Conditions* the following dot point has been erroneously included as a requirement for submissions and should be disregarded:

To be considered, a demonstration project submission will need to be:

- endorsed by the Regional Directors of DHS and DEECD and indicating their commitment to establish a Regional Partnership Group if the submission is successful.

The word document and PDF file versions of the submission brief on the Demonstration Projects webpage at <http://www.health.vic.gov.au/mentalhealth/child-youth-demo/index.htm> were amended on 7 October 2008 to address this error.

## Answers added on since 14 October 2008

### What authorisation is required for electronic submissions?

As stated under Part C Section 8 (Lodgement of Submissions) of the submission brief: Emailed submissions may be accepted at the discretion of the Department. Service providers wishing to lodge an electronic submission must contact Mr Bill MacDonald (telephone 03-9096 7971 or email (Bill.MacDonald@dhs.vic.gov.au) at least two working days before the closing date.

If you decide to lodge an electronic submission on behalf of the consortium, please note that the submission must still be signed and dated by the 'authorised officer' of the lead agency – the CEO of the Health Service managing the lead agency (see below).

It is expected that if an electronic signature is used, the signee will be copied into the email as a record of their agreement to the submission and use of their signature.

The submission deadline of 4.30pm 17 October 2008 to the Department of Human Services server is to be adhered to for both hard copy and electronic submissions. Electronic submissions and emails will be time and date stamped on entry to the DHS server. The lead agency should ensure that there are no firewall / file size restrictions that may arise in delivery delays in exiting their IT systems which would result in late lodgement of their submission.

It is still a requirement of electronic submission that the original hard copy with authorising signatures and three copies (do not bind) be enclosed in a sealed envelope and sent to Paul Smith, Director Operations Branch as outlined on page 22 Part C Section 8 of the Submission brief. This can occur after the submission deadline if an electronic submission has already been lodged.

### What are the sign-off requirements for the submission? Does the CEO of each consortium member service need to sign off the submission?

As stated on page 12 PART A (2.9) of the Submission brief, the Area Mental Health Service within the consortium (either CAMHS or Adult) will receive and acquit project funds and accept accountability for delivery of the project outcomes on behalf of the consortium. The Department will contract with the relevant Health Service managing the Area Mental Health Service program as the legal entity for the delivery of the project.

The signature of the CEO of the Health Service which manages the lead Area Mental Health Service (either CAMHS or Adult or both) that will be responsible for the projects to Mental Health and Drugs Division is required for lodgement of the submission. This meets the requirement for the 'authorised officer' to lodge the submission (PART D Part 6 Page 34).

Signatures of the 'authorised officer' of the other consortium members is also required. PART C Conditions applying to this submission process Section (7) of the Submission Brief states that "To be considered, a demonstration project submission will need to be submitted on the electronic template and endorsed and submitted by authorised officers of the consortium comprising at least a CAMHS, an adult mental health service, an entity related to primary health (for example, a Primary Care Partnership or a group representative of GPs) and a regional psychiatric disability rehabilitation and support service" (Page 21).

However, it is recognised that consortium members may have different management structures and differing legal status. Where the consortium may be a network of services, the 'authorised officer' should be a person who is recognised as having the authority to represent the constituents.

### Can the Department of Education and Early Childhood Development be a member of the consortium?

It is anticipated that DEECD (Early Childhood and Schools Services) will be key partners to a consortium via the Regional Partnership Group to be established by the DHS Regional Director in the two successful projects (page 14 Part A 2.12).

A consortium wishing to include DEECD programs specifically as consortium members at this point in time would need to consider how best to manage the complexity that this could add to the submission process at this point in time.

**The instructions for completion on page 20 state that all requirements for a submission must not exceed 20 pages. Does this include supporting documentation?**

The submission template must be utilised for lodgement of the submission and not exceed 20 pages. It is acceptable for a consortium to provide documentation to support their submission as attachments and this will not be included in the 20 page limit. However, it should be noted that the evaluation panel will be assessing submissions against the Key Selection Criteria on the content of the submission in the template.