



# Department of Human Services

Incorporating: Health, Community Services, Aged Care and Housing

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7 April 2005

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Enter **Name** HERE  
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Dear (PDRSS service provider)

## **PRIMARY CARE PARTNERSHIP (PCP) SERVICE COORDINATION STRATEGY**

In 2004, the Minister for Health, the Hon Bronwyn Pike MP, released *Primary care partnerships strategic directions 2004–06*, which outlined the need for involvement of a wide range of agencies in the Primary Care Partnerships (PCP) service coordination strategy. Specifically, the document states that all Department of Human Services (DHS) programs will implement the PCP statewide coordination tool templates (SCTT), where relevant.

The Department subsequently released the *Implementation Plan for the Primary Care Partnerships Strategy, 2004–06*. This document lists a number of specific requirements relating to the involvement of mental health services in PCP service coordination activities. The *Implementation Plan* states that, by **30 June 2005**, Psychiatric Disability Rehabilitation and Support Services (PDRSS) should have the capacity to receive and generate referrals using the PCP service coordination tool templates (SCTT).

As formal members of PCPs, it is expected that most PDRSS agencies will have no difficulty with this requirement, at least as it relates to mail and fax referrals. However, the Mental Health Branch's discussions with the mental health sector indicate that some services will have difficulty implementing secure *electronic* SCTT referrals by June 2005. For this reason, the timeline for implementing *electronic* SCTT referrals has been extended by twelve months until 30 June 2006.

**Note that the time-frame in which PDRSS agencies should be using the SCTT for mail and fax referrals remains unchanged at 30 June 2005.** A summary of considerations when using the SCTT for referral purposes is enclosed.

The current set of service coordination tool templates and associated guidelines is available electronically at [www.health.vic.gov.au/pcps](http://www.health.vic.gov.au/pcps). The Mental Health Branch has limited numbers of folders containing hard copies of this material. Services wishing to receive a SCTT folder should email Linda Shatilko of the Mental Health Branch ([linda.shatilko@dhs.vic.gov.au](mailto:linda.shatilko@dhs.vic.gov.au))



A DHS review of the tool templates and associated guidelines, beginning in mid-2005, provides an opportunity for mental health input into the design and content of the SCTT. A fact sheet on the review is enclosed. Service providers wishing to comment on SCTT as part of this process are advised to contact Deirdre Pinto during May 2005, either by phone (03) 9616 8548 or email [deirdre.pinto@dhs.vic.gov.au](mailto:deirdre.pinto@dhs.vic.gov.au)

Deirdre is also the contact officer for PDRSS providers who have queries about the requirements for use of service coordination tool templates.

Yours sincerely

**DR RUTH VINE**  
**Director Mental Health**

Encl.

*Requirements when referring clients to other services using the PCP service coordination tool templates*

*Revision of the Service Coordination Tool Templates, Guidelines and Associated Data Standards*