

On behalf of Project Leads Kathi Colwell, Program Manager, in-patient ABI, Providence Care Hospital, Kingston and Dr. Jessica Trier, Psychiatrist, ABI program, Providence Care, Kingston, and as Project Facilitator, I would like to invite you to be a member of an Implementation Working Group (IWG.) As a member of this IWG, you will be involved in the development of collaboration and continuity mechanisms to develop optimal management strategies for individuals with co-morbid traumatic brain injury and mental health issues or addiction/substance use issues. The IWG members will be responsible for identifying action plans in support of implementation and sustainability of the mechanisms, as well as communicating key messages to and from key stakeholders. The intended benefits of the work will include:

- Enhanced provider understanding of roles, mandates and admission criteria across the system
- Enhanced tracking of referrals to services involved
- Enhanced collaboration amongst service providers
- Enhanced understanding amongst area providers on how best to identify and work with people with TBI, especially complex patients with comorbid mental health and/or substance use disorders
- Clients' needs better met contributing to enhanced quality of life and less use of acute care services for related issues
- Model for others to learn from/follow
- Enhanced reputation of healthcare services in SEO

Your expertise, contributions and capacity to influence both within your role and within the healthcare system are key as we design, implement, and plan for the sustainability of effective collaboration in SEO. Your role in this group is vital to ensure we have the necessary and regional representation required to make this project successful.

It is with the generous support of the Ontario Neurotrauma Foundation (ONF) and the University Hospitals of Kingston Foundation (UHKF) that this project is possible.

It is expected that meetings will be held, on average, every month until mid-December 2018. Please note that it is very important that you attend each meeting. We ask that people make every effort to attend the initial meeting in person and then subsequent meetings will offer the option of teleconference and OTN. All meetings will be held at Providence Care Hospital in Kingston.

It is very exciting to be moving forward with this collaboration project, and I look forward to working with you in this very important endeavor.

The objectives of the first meeting will be as follows:

- Approve Terms of Reference
- Approve Project Description
- Approve Work Plan
- Determine correct membership of the IWG
- Identify next steps

Attached please find the updated Project Description and Work Plan that we will review at our first meeting.

Additional documents you might also find helpful are:

- Best Practice IWG Terms of Reference – 2018-06-05
- Guiding Principles – 2018-04-04
- Principles of Respectful Participation

Please feel free to contact me if you have any questions.

Dawn Downey
Project Facilitator