

IEMH Pathways Roles and Responsibilities



Partnering Agencies

All community partners who have agreed to be involved with IEMH Care Pathways initiative will commit to the following activities/responsibilities:

- Adhere to the expectations and commitments as outlined in the Terms of Reference
- Prepare for, attend, and participate in meetings: contribute to the meeting agendas, review meeting minutes, and follow through on tasks determined at meetings
- Provide guidance and support to staff to ensure there is program/agency-level understanding about IEMH, why the agency is involved, what it means, and how it fits into the agency strategic plan and program-specific goals and planning
- Provide input and feedback on all documents and activities relevant to the pathways work
- In partnership with IEMHP, support the completion of any ethics review processes needed within partner agencies
- In partnership with IEMHP, develop a strategy for ethical data collection and data entry including the contribution of ASQ scores into the National ASQ Database (for agencies where appropriate, based on scope of practice, mandate, etc.)
- Complete surveys and/or evaluation tools, and provide feedback on the Pathways process for their agency/program before the creation of the pathway map(s) and after they have been implemented in the community
- Review and support in creating and designing the draft(s) of the pathway map(s)
- Identify key community members for ASQ and DSP training and coaching and ensure these members are supported in attending these training and coaching sessions
- Provide feedback and approval of the final pathway map(s) and the dissemination and communication plan of final pathway map(s) and associated documents to all community agencies and families for implementation purposes
- Oversee and guide the implementation of the pathway map(s) and associated documents within their respective agencies
- Act as advocates and mobilizers to provide leadership within their own agency



Local Pathways Implementation Team (LPIT)

The Local Pathways Implementation Team (LPIT) is a subset of the larger partnering agencies group, established by all community partners. With support and guidance from the IEMHP Pathways Team, the LPIT provides additional leadership and direction in implementing the initiative at the local level. The responsibilities of the LPIT include all the responsibilities for the partnering agencies in addition to the following:

- Review and support in creating the final draft of the pathway map(s)
- Contribute to the creation of a dissemination and communication plan of final pathway map(s)
- Contribute to the creation of resources and materials accompanying the pathway map(s) that will be disseminated to all community agencies and families
- Provide leadership to and act as mobilizers for the implementation of the pathway(s) in their community
- Establish processes and plans for long-term sustainability of the IEMH Care Pathways initiative in their community



IEMHP Pathways Team

- Coordinate, prepare, and lead meetings: coordinate meeting logistics, develop meeting agenda, lead meeting, record meeting minutes, review meeting minutes, and follow through on tasks determined at meetings
- In partnership with partnering agencies, support the completion of any required ethics review processes
- Collect and implement input and feedback from partnering agencies and LPIT on all documents and activities relevant to the pathways work
- Provide guidance and support to partnering agencies and LPIT to ensure there is program/agency-level understanding about IEMH, why the agency is involved, what it means, and how it fits into the agency strategic plan and program-specific goals and planning

- Collaborate to determine what data the community would find helpful and develop tools/strategies to measure, evaluate, and analyze the data
- Assist with the implementation of local data collection and analysis processes, as required for the research project
- Collaborate with partnering agencies, LPIT, and community graphic design teams or SickKids' Creative Services team to develop finalized pathway map(s)
- Collaborate with LPIT to develop a dissemination plan and materials, and to establish a communication plan to identify how it would be shared amongst the community
- Provide ASQ and DSP training and coaching to designated community members
- Implement an evaluation plan (includes surveys and focus groups) and analyze the results
- Support LPIT in establishing a sustainability plan for the IEMH Care Pathways within the community
- Provide regular project updates and summary/progress reports
- Provide additional support to communities, as required