

## RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>PI Task Group – Sub Group</b>
<b>CHAIRPERSON:</b>	<b>Catherine Quinn, Support Manager, Mental Health Services</b>
<b>DATE OF MEETING:</b>	5 <sup>th</sup> September 2007
<b>LOCATION:</b>	252 High Street, Elgin
<b>APOLOGIES:</b>	None
<b>ATTENDING:</b>	Catherine Quinn (Temp Chair), Support Manager, Mental Health Services <b>(CQ)</b> Anna Jermyn, RIO for ASBT, CSP and MDAAT <b>(AJ)</b> Esther Jack, Drug & Alcohol Development Officer, MDAAT <b>(EJ)</b>
<b>MINUTES:</b>	Angela Mills, MDAAT

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>Open Meeting</b>	<p>Initially the group agreed to</p> <ul style="list-style-type: none"> <li>➤ A review of the major working documents including the Corporate Action Plan</li> <li>➤ Make a list of major performance indicators</li> <li>➤ Agree the time-scale – quarterly</li> <li>➤ Research statutory/obligatory waiting times (national)</li> </ul> <p><u>Performance Indicator List of Key Priorities</u></p> <p>The group agreed each partner organisation should provide information on the following list of Key Priorities</p> <ul style="list-style-type: none"> <li>➤ Number of New Clients – Referrals               <ol style="list-style-type: none"> <li>1. Supplying an age breakdown</li> <li>2. Supplying a drug of use breakdown</li> </ol> </li> <li>➤ Number of Actively Managed Clients</li> <li>➤ Number of Total Attendances</li> <li>➤ Number of Planned Discharges</li> <li>➤ Waiting Times               <ol style="list-style-type: none"> <li>1. Detailing time from Referral to Assessment</li> <li>2. Detailing time from Assessment to Discharge (Planned and Unplanned)</li> </ol> </li> <li>➤ Number of clients referred to Residential Rehab</li> <li>➤ Number of clients admitted to Residential Rehab</li> <li>➤ *Needle Exchange – number of needles distributed</li> <li>➤ *Needle Exchange – number of needles exchanged</li> </ul>	

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
	<p><i>*This information would be sought from pharmacies; specialist outreach establishments and Studio 8</i></p> <p>The group proceeded to detail and list the information which will be included in the PI Template.</p> <p>The information included the National Priority (taken from the CAP) as a heading. With information supplied detailing the Indicator, the Target, Baseline Information, the four reporting quarters throughout the year, space for any comments on the PI, and a column to detail the source or agency which provided the information.</p> <p>AM will produce a draft of a PI Template which will be distributed in the first instance to the sub group members, then to the main PI Short Life Task Group membership.</p>	<b>AM</b>
<b>Next Meeting</b>	The next meeting of the PI Short Life Task Group Sub Group is to be confirmed.	

**CHAIRPERSON'S NOTES/COMMENTS**

**ISSUES TO BE REPORTED TO PI Task Group – Lesley Fraser (Lead)**

**CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)**

**MDAAT**

**DETAILS OF EVIDENCE RETAINED AND LOCATION**