

# Greater Victoria Mental Health and Substance Use Psychosocial Rehabilitation (PSR) Collaborative

Terms of Reference, Updated September 2021

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## Primary Outcome:

To increase social connectivity and engagement among people living with a mental illness and substance use in the Greater Victoria Area by 10% (1,000 people) by 2025.

## Strategies:

1. Strengthen partner engagement, alignment, shared measures and strategic learning culture.
  2. Build on existing services to expand peer support and outreach (paid and unpaid) and develop a community of practice and support systems to ensure sustainability.
  3. Develop and test alternative approaches to sustainable, low barrier Social Gathering Places (SGPs).
  4. Create a single, shared, living and accessible navigation or resource and referral system.
  5. Strengthen partners training for, embedding and evaluating PSR approaches and standards.
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## Purpose of the Collaborative:

- To achieve the outcome by aligning our efforts around shared strategies.
  - To support relationship building and collective action among various stakeholder organizations and individuals including people with lived experience (PWLE).
  - To secure the resources and partnerships needed to implement the strategies.
  - To evaluate our efforts and how we work and continue to learn and adapt our strategies as needed to achieve the outcome.
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## Principles that Guide Us:

- We employ the best practice lens of Psychosocial Rehabilitation and Recovery (PSR - see appendix) in our work and support efforts to strengthen members PSR skills and approaches.
  - We ensure that PWLE, families and professionals all have voice and presence in our work; that we are supporting understanding across different perspectives about the problem, the change needed and the strategies to get there from here.
  - We ensure best practices and research informed decision making, combined with lived experiences of the system, is the basis for planning and action. No data without stories.
  - We bring our own experiences and organizational mandates to the table, as well as a recognition that we need to strengthen collaboration and alignment in order to achieve the impacts we envision. .
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## Members

Members include representatives from Island Health's MHSU program, funded community service agencies, groups, and people with lived experience and family members from a broad range of circumstances. All member groups and organizations select their own representative and can change their representative at will.

Members participate in setting the direction and doing the work. Members are responsible for:

- Supporting the collaborative principles and practices.

- Communicating back to their organizations about the work of the PSR Collaborative and bringing organizational input and updates to the partners.
- Participating in shared measures data collection, sense-making and decision-making.
- Representing their service area and perspectives in collaborative planning and action and building on opportunities to align their efforts with other partners and with the collaborative strategies.
- Bringing their knowledge, skills and connections with other stakeholders to support the work of the collaborative including participation in working groups as they relate to their interests.

Current PSRC members are:

Name of Organization	Representatives	Role in Collaborative	Term of Role?
<b>Island Community Mental Health Association</b> , Since inception 2014  FISCAL HOST OF VICTORIA FOUNDATION AND INNOWEAVE GRANTS since 2019	<b>Angela Treverton</b> , Acting Executive Director	Leadership Team  Fiscal and Legal Host/Backbone	Since May 2020
<b>Victoria Cool Aid Society</b> , Since inception 2014	<b>Lori Ferguson</b> , Manager, Support Services, PSRC representative since inception 2014	Co-chair, Leadership Team	Jan 2016?
<b>Family Voices for Wellness</b> , Since inception 2014	<b>Ben Kangasniemi</b> , PSRC representative since inception 2014  <b>Beth Danskin</b> , PSRC representative since inception 2014	Co-chair, Leadership Team, Social Gathering Place WG,  Co -Chair Navigation WG	Since inception  Fall 2020
<b>Canadian Mental Health Association Victoria Branch</b> , Since inception 2014  FISCAL HOST OF UNITED WAY GRANT, 2021, FUNDING PARTNER	<b>Jocelyn de Montmorency</b> , Program Manager Victoria Office , PSRC representative since 2017	Co-Chair of Navigation WG  Navigation WG	Fall 2020
<b>Mental Health Recovery Partners (Formerly BC Schizophrenia Society - Victoria Branch)</b> , Since inception 2014	<b>Hazel Meredith</b> , Executive Director, PSRC representative since inception 2014	Co-chair Research and Evaluation WG  Peer Support WG	Fall 2020  January 2021
<b>Island Health</b> , Since inception 2014, FUNDING PARTNER	<b>Lauren Fox</b> , Coordinator of Mental Health Wellness Day Program & Island Health rep on MHSU Advisory Committee, PSRC representative since inception 2014  <b>John Braun</b> , Manager of Mental Health and		

	Substance Use, PSRC representative since inception 2014		
<b>Persons with Lived Experience Advisory Committee</b> , Since inception 2014	<b>Michaela J</b> <b>Tracy T</b> <b>Tracie F</b> <b>Rod M</b> <b>Jeff D</b> <b>Sharon B</b>	Committee advises the Social Gathering Places work including co-leading on the Virtual Café. They select members to sit at the PSRC Partners group and on other WGs.	Fall 2020
<b>Connections Place</b> , Since 2019	Chris Forester	Co-chair Research and Evaluation WG	Fall 2020
Co-ordinator	Rebecca George	Project, financial and human resource management; communications; evaluation.	Since Feb 2019

## Structure

### PSR Collaborative Partners Table

All members sit at the PSR Collaborative partners table which currently meets monthly. Members will receive training and experiment with consensus decision-making for significant decisions. Generally, partners work in a way that supports everyone having a say and seeking solutions that everyone can live with.

The PSR Collaborative partners table is responsible for:

- Selecting co-chairs and ensuring Management systems are in place.
- Ensuring development, implementation, evaluation and updates to the Theory of Change and annual work plans and budgets.
- Facilitating information sharing, learning and evaluation activities across all Partners and working groups.
- Seeing and aligning efforts across all the working groups as appropriate for greater impacts or efficiency. This is sometimes referred to as “holding the whole”. (For example, weaving group plans into a single funder application and the distributing those funds to each group; or co-ordinating outreach to PWLE across all groups)
- Making strategic decisions that affect the whole Collaborative such as new partner engagement, priority setting.
- Review and updates to the terms of reference and roles and structures as needed to adapt to the changing nature or scope of the work.

### PSR Collaborative Co-Chairs

Co- Chairs are selected by the members for a two year term and must be selected from: a representative of PWLE or family, and a service provider organization (currently).

The role of co-chairs is:

- To provide stewardship for the “whole” of the collaborative work through the theory of change and ensure priorities and cohesion across all working groups and activities.

- To recruit, orient and support member/partner engagement.
- To set the agenda and facilitate PSRC meetings.
- To represent or appoint other representation of the PSRC publicly, with funders etc.
- To work with the Co-ordinator and the Fiscal Host as the Leadership Team (see below).

### **Leadership Team**

The Leadership Team is composed of the Co-chairs, the fiscal host organization and the Co-ordinator. These are permanent seats for whomever is in these roles. The Leadership Team may recruit or work with other external advisors or members as needed to support their role.

#### The role of the Leadership Team is:

- Fund development and financial management and reporting
- Human Resources management
- Legal (ensuring both accountability and protection of all partners)
- Ensuring the partners and working groups have the operational structures, systems, tools and resources they need to do their work (EG: website, zoom, survey platform, shared files, etc.)
- Supporting the co-chairs to steward the collaborative theory of change including ongoing evaluation and adaptive action.

### **People with Lived Experience Advisory**

This group has been formed in order to guide and support the social gathering place work. The Advisory also selects members to participate in the PSRC partners table and other working groups. The Advisory is not intended to exclude any other individuals with lived experience from participating in the work of the PSRC.

### **Working Groups**

Working Groups are formed by the PSR Collaborative to respond to either longer term strategic priorities (like Navigation) or important short term functions (for example maybe to organize a special event that is related to all working groups, or to fund raise). The Leadership Team recruits co-chairs (as possible) and approves the annual plans, budgets and any formal partnerships developed by Working Groups. Currently, there are four working groups: Social Gathering Places, Peer Support, Navigation, Research and Evaluation.

#### Working Group Co-Chairs:

- Liaison between the PSR Collaborative and their WGs; attending regularly and sharing lessons/issues/progress.
- Recruit WG members (from PSR Collaborative members and others) as needed.
- Convene and facilitate WG planning and action.
- Ensure documentation of WG plans, contacts and insights
- Build relationships, support group members efforts, represent the WG publicly.

#### Working Group Mandates:

- Responsible for achieving/adapting the **short term outcomes** in each strategy area.
- Research/engagement as needed to understand the context/situation
- Develop, implement and review a one year action plan and budget that has been approved by the PSR Collaborative members.
- Work with the PSR Collaborative and Leadership Team to secure resources.
- Members liaise between their organizations and/or constituents and the WG.
- Participate in data collection and reporting.

#### Co-ordinator Support for WG's

- Provides relevant budgets, if any, for WG's
- Provides information about potential funding relevant to their WG

- Works with co-chairs to develop funding proposals relevant to WG
  - Provides HR job descriptions, recruitment selection and orientation for WG back bone support as available
  - Ensure WG representation on website, in materials and presentations
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## Engaging New Partners and other Stakeholders

The PSR Collaborative **engages with other stakeholders** in a variety of ways such as:

- Through forming advisory groups (longer term) or hosting focus groups (one time) to ensure expertise and experience is informing the work
- Working Groups are expected to invite other organizations or participants (working group members) who share the goals to participate in the work in whatever way makes sense.
- The PSR Collaborative also develops one time or longer term partnerships

**Members make decisions about and engage with new partners.** This usually happens when the new partner organization sees alignment between the PSR Collaborative work and it's own priorities.

In general, **all partners should be able to represent the “whole” initiative** in a high level way as part of any introduction to a new contact. For example, if is meeting with a prospective WG participant they would include information about the PSRC focus and members as part of the background for that conversation.

Ideally all advisors, participants and contacts with an interest in supporting the PSR Collaborative are invited to be on the mail list and should be part of an **ongoing, growing data base of contacts (supporters, advisors, informants, decision-makers, etc).**

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