



**Triple P Implementation Working Group
Meeting Notes
March 16, 2011
9:00 to 11:30 p.m.
Leeds, Grenville and Lanark District Health Unit, Brockville Office**

PRESENT: Angèle Charron, Peter Coughlin, Robyn Delaney, Marg Fancy, Denise Kall, Keith McPhee, Kim Morrow, Michelle Murray, Tom Turner

REGRETS: Esther Pigion

1. Welcome

Robyn welcomed the members to the meeting.

2. Approval of Agenda

Agenda was approved with no additions.

3. Approval of the Meeting Notes of February 23, 2011

Meeting notes were approved with no revisions.

4. Action items arising from previous meeting notes:

1. Michelle will call Jessica Deschamps re assisting with the sub work group
 - Complete. Peter called Jessica as he will be chairing that group. The first meeting will take place the week of March 28th.
2. Michelle will provide an update on budget suggestions submitted to her
 - *(to be covered under item 5.2)*
3. Action for all members: Review the provincial website prior to the next meeting
 - Complete
4. Michelle to look into Triple P resources in schools
 - Ongoing.
5. Darleen to get an updated inventory list of Triple P Tip Sheets in stock
 - Complete – will be discussed under Resources
6. Michelle will reconcile the Health Unit's resource list with the resources Triple P International has available
 - Complete – will be addressed under Item 7.
7. Michelle will provide a summary of the Markham training attended by Health Unit staff
 - Complete. The first group had serious issues with preparation on behalf of the people hosting. However, by the 2nd next training session, all issues had been rectified. Therefore, no further action will be taken.
 - All training in Newmarket has been excellent.

Note: Michelle noted that Health Unit staff will be leaving on Sunday for one day seminar training on Level 2. One person on the staff may be obliged to cancel due to a family emergency. Michelle asked that if anyone around the table was aware of



someone in their agency that would be interested in attending on last minute notice to let her know.

8. Michelle will ask Triple P for the prerequisites for training
 - Michelle has not approached Triple P for this, as all the information is listed in the 2010 Provider Training Course Manual. Keith suggested that this manual be posted on their website, to provide a quick access for agencies to refer to when they are considering training their staff. The information would be very beneficial for our practitioners as well. If TPI has concerns regarding confidential sections (costs), these could be removed before posting. Costs were discussed. Keith stated that the initial understanding was that standard costs across Ontario would be established by a Collaboration Coalition. He believes we should start lobbying for this.

ACTION: Michelle to ask TPI if the manual could be posted on their website.
ACTION: Michelle to also ask about equitable costs.

It was noted that once the upcoming training costs are all tallied, we will be better able to determine if it is more feasible to hold training locally or to send participants away. Keith stated we have to keep sustainability in the back of our minds. In the past TPI sent trainers out for 1-2 weeks and divided the travel costs for getting them to Canada among all people supporting the training. He suggested sending a letter to Debbie Easton, through our Chair, on behalf of the Leeds and Grenville Triple P Implementation Working Group regarding equitable training costs.

ACTION: Robyn will work with Michelle to draft a letter and bring it to the next meeting.

5. Business resulting from previous meetings – Michelle

- 5.1 Report – Knowledge Exchange Session (attachment) – Michelle
This knowledge exchange session was regarding implementing Levels 4 and 5 in Ontario. Sixty-nine agencies participated in the on-line survey. Following are some of the results:
Preimplementation: 96% were open to Triple P
49% were ready
57% were resistant.
33-100% adhered to the session checklist. The average was 86%

General discussion ensued, with the following points noted:

- Overall findings were helpful.
- We have gained experience.
- We have a better understanding of who should be trained in the future.
- Some agencies have more people trained than can be used on a daily basis.
- Concern raised that past training is becoming redundant as it was not used.
- We need to have a community understanding around the meaning of Triple P, i.e. a comprehensive approach to parenting.
- Improvement is necessary on the minimum levels of training to help staff understand Triple P.
- We need to know what is available, where to hold group training. Many agencies are looking for locations on their own. This working group could assist in finding space.

- 5.2 Budget – Michelle



Michelle reviewed the MCYS budget which has been submitted to Morley for approval. She also brought the committee up to date on the work that has been accomplished so far on the Triple P budget. The Community Capacity Funds line is based on our needs, the numbers that she acquired from Julie London and Peter's request, and the 15% requirement for the HCF grant. Although the HCF grant is not yet approved, Michelle is very hopeful. If we cannot support our calculations, we will explore other avenues. Perhaps other partners, high schools, etc. could assist.

Tom had a question about the dollars calculated for transportation: are they for clients or staff? Michelle replied that this calculation represented the cost for clients to attend sessions. The group discussed the issue of transportation and asking parents, who are financially able, to make a contribution. It is felt that families need to be somewhat accountable. If unable, it would be possible for the Triple P Implementation Working Group to pay the balance of the cost for transportation. Robyn suggested we create guidelines around this issue. Tom suggested we have a slush fund for this purpose. We must be cautious, so that the public does not expect a level of transportation service that can't be sustained.

ACTION: Robyn to draft guidelines for using the transportation funding and bring to the next meeting.

Peter asked for a breakdown of the advertising budget. Michelle responded that it will be utilized for a Level 1 media campaign. Materials will come from the provincial committee. The \$10,000 resource line will purchase resources, DVD's, workbooks and tip sheets.

Tom asked if Morley and the regional office could have access to our budget, as it is proof we have a strategy and he feels it could be an eye opener for them. Michelle felt we could certainly share the in-kind number. Keith suggested we bring this budget back to the lead table once numbers are finalized.

- 5.3 Update – HCF grant proposal – Michelle
Michelle circulated a copy of the proposal, which took a tremendous amount of time. There were several revisions made, due to questions/requests from Susan Hreljac. The proposal will eventually be posted on the EKIOC website. This will be a good resource for other agencies wanting to submit proposals. Keith would like to pull out the research piece and post it on our website for future applications.

Point of Interest: The Health Unit is considering a research project to look at the effectiveness of providing Triple P in HBHC Home Visiting. This project is supported by our MOH. Denise completed a research proposal for this as part of her master's degree. Denise will travel to Toronto on April 5th to present this as one possible research project that could receive funding from the Ontario Agency for Health Protection and Promotion. There are many communities where health units are not involved with Triple P.

- 5.4 Tip Sheets – Michelle
As the terms "Tip Sheets" and Parent Tip Sheets" listed on the Triple P website are confusing, Michelle reiterated Angèle's message from our last meeting and explained the difference: if someone is a trained Triple P provider, doing an



intervention, the Tip Sheets are to be used. If this person is not a trained Triple P provider, or simply wants to provide information, the Parent Tip Sheets are to be used (these can be accessed on the website). We need clarification on how to use them. Also, the font size is too small. Angèle noted that according to the website, it appears the titles are changing, making it confusing for parents. She also added that from her perspective (OEYC) most parents who have read the Tip Sheets feel that is unnecessary to attend the group session.

ACTION: Denise will bring this issue forward at the next provincial website meeting in a couple of weeks.

ACTION: Michelle will explain and show the difference between the two terms at the Triple P Practitioner's Day.

5.5 School Council Meetings – Michelle

Michelle explained that one of the requirements for the HCF grant was to demonstrate that we have a way to reach our client base. She suggested forming a Community Engagement Committee, comprised of parents. Her thought is to attend school council meetings, give a brief overview of Triple P, emphasize the importance of the role that a parent committee could play and ask for parent volunteers for an advisory group. She would oversee the Community Engagement Committee, who would take Triple P to their schools and into the community and bring back information to the Implementation Working Group.

Michelle asked for volunteers from the Triple P Implementation Working Group to commit to doing school presentations. She brought up *'The Strategic Program Plan for Triple P in Leeds and Grenville'* on the projection screen. This document lists the schools and details on training. Her idea is to target the section of schools highlighted in red before summer 2011, then follow up with the yellow and blue sections at a later date, according to the members' desire to be involved with schools with whom they have already established connections.

The committee discussed the project and the following points were raised:

- We should target the 5 ELP schools first. No further structure is needed for now. We need a flexible schedule for the balance of 2011.
- We will handle the 5 ELP schools first and then we will coordinate seminars for people to present to their parent councils.
- Some of our practitioners would be viable candidates to present to school councils.
- Cautions identified: this is an ambitious project, it's rather late in the school year to begin
- PowerPoint has to be developed so that all presenters will be relaying consistent information
- Suggestion to pilot the recruitment of the parents we want to engage.
- We need to assure that the people who present have a practical understanding of Triple P – and not limited training.

ACTION: Michelle will develop a PowerPoint presentation and bring it to the next meeting.

ACTION: Michelle will send out the school list to the members and make a plan for the year regarding school councils.



- 5.6 Update on Data Collection Task Force (TOR) – Michelle
The committee reviewed the terms of reference and agreed that this is a workable template. A few revisions were noted.
- 5.7 End of Year Report/EKIOC presentation – Michelle
Due to enormous work involved and the amount of time required for the grant proposal, our year end report is behind. Keith suggested that we do a short presentation to the lead table regarding Triple P. Michelle suggested she do a PowerPoint presentation for this year only, in lieu of a formal written report, to show where we've been, where we are and where we want to go. No other year end report will be completed this year. The committee concurred.

ACTION: Michelle will develop a PowerPoint presentation and forward to Keith and Marg to review.

6. Update - Triple P Media Provincial Committee – Denise Kall

Regarding the website, two rounds of training have taken place for locals to be able to populate their own micropage. Kris Sample, the Health Unit's Webmaster has attended and discussed our micropage with Denise. It will be important to ensure that we have the information we want for our area on the site. The central group will work on other areas of concern. She demonstrated Windsor's page. We will be able to enter our own local agencies' logos on the bottom of our micropage, and Denise suggested we link our individual logos to the website. Now that Kris is trained, we will hopefully make progress within a couple of weeks.

Funding for this initiative ends at the end of March. With some of the funds remaining, the website will be translated into French.

Advertising: There will be another provincial media campaign in May and June. 'Today's Parent' money will be redirected to radio ads, with provincial scripts and there will also be advertising again in Cineplex theatres. The province will purchase ads in all local newspapers, directing people to the website.

There will be a media kit produced and sent to each of the partners. The ads in this kit will be customizable for local communities. We are also looking at Facebook ads, and chat opportunities (blogging) may also be available.

Keith asked how the practitioner log-in will work. Denise stated this was not yet functional. There has been no discussion around the content or whether it would be localized or provincial.

ACTION: Denise will ask about the following at the next provincial meeting:

- **Practitioner log-in**
- **Chat/blog opportunities**
- **Ability to post local information for our practitioners in addition to posting provincially.**

7. Resource Order – Michelle

Michelle reviewed the current order form and what we have in stock. The order form on the website is for practitioners to use locally. Michelle will place an order with TPI very soon.



There was discussion around resources to order, who would pay, who has the right to order. A question was raised regarding if we would order DVD's for libraries.

ACTION: Michelle will research the guidelines around purchasing non-consumable resources with grant money for schools and libraries.

**8. Lanark Requests for Training & Resources – Michelle
- Deferred**

9. Training - Michelle

9.1 Refresher – March 24th

Michelle stated we only have 15 people confirmed for the Refresher Training. She asked everyone to remind their staff to call and register if they were interested in attending. Michelle reviewed the tentative agenda she and Robyn created:

For Session #1: What is happening internationally with TP, any new directions or programs, new research, reminder of why TP is important, a general pep talk

For Session #2: Common practitioner problems (ex. engaging parents) and answers, what can be adapted and what can't, why is program fidelity important and how it affects results, how to review a tip sheet.

9.2 Training Day – March 25th

There are at least 19 people coming to the Level 2 Training.

1-2 Session#1 with Michelle

2-2:30 Ice breaker

2:30-2:45 break

2:45-3:30 Session#2 with Michelle

3:30-4:00 Q&A with Michelle and chance for practitioners to discuss local initiative

**10. FCS & CYWC working together – Peter/Kim
Deferred**

**11. Next Meeting: April 20, 2011, 9:00 to 11:30 in the Brockville Room,
ground floor of the Brockville Health Unit.**