



**Triple P Implementation Working Group  
Minutes April 20, 2011  
9:00 to 11:30 p.m.  
Leeds, Grenville and Lanark District Health Unit, Brockville Office**

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**PRESENT:** Robyn Delaney (Chair), Angèle Charron, Peter Coughlin, Esther Pigion, Tom Turner

**VIA TELECONFERENCE:** Denise Kall

**REGRETS:** Michelle Murray

**1. Welcome**

Robyn welcomed everyone to the meeting.

**2. Approval of Agenda**

Agenda was approved, with the addition of:

Item #14 Caller Triage form – Peter/Esther

Peter also asked if the group could have a summary report on the training activity.

Robyn will address this under Item #6 (Evaluation results) of this present agenda.

**3. Approval of the Meeting Notes of March 16, 2011**

Minutes were approved.

**4. Action items arising from previous meeting notes:**

1. Michelle to ask TPI if the 2010 Provider Training Course Manual could be posted on their website
  - In progress
2. Michelle to ask TPI about equitable costs for training.
  - In progress, as Michelle has not yet attended a provincial meeting.
3. Robyn will work with Michelle to draft a letter to Debbie Easton regarding equitable costs.
  - In progress – this ties into #2 above
4. Robyn to draft guidelines for using the transportation funding.
  - Deferred, as not yet complete
5. Denise will bring the issue of how to use Tip Sheets forward at the next provincial website meeting.
  - Denise was the only committee member who identified these issues. Several other committee members will check with their practitioners and this issue will be discussed again at a future meeting.
6. Michelle will explain and show the difference between the two types of Tip Sheets at the Triple P Practitioner's Day.
  - complete
7. Michelle will develop a PowerPoint presentation regarding school council meetings.
  - In progress
8. Michelle will send out the school list to the members and make a plan for the year regarding school councils.
  - The list has been sent and there is a plan in progress. Michelle needs to receive more responses. Her goal is to have the plan completed by July 1<sup>st</sup> and to attend Parent Councils from October until March.
9. Michelle will develop a PowerPoint presentation regarding Triple P and forward to Keith and Marg to review before presenting to the lead table.



- In progress. Marg reported that the next lead table meeting is in May.
- 10. 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.
- 11. These items will be addressed under #7 of this present agenda.
- 12. Michelle will research the guidelines around purchasing non-consumable resources with grant money for schools and libraries.
  - In progress

## 5. Business resulting from previous meeting

- 5.1 Lanark Requests for Training & Resources – Michelle
  - deferred
- 5.2 FCS & CYWC working together – Peter/Kim
  - Kim reported that they met in March to get clarity on how they would work together. As the two agencies often share clients they need a better understanding of how to collaborate. There is more work needed on how Triple P practitioners manage people who have been strongly encouraged or ordered to participate in Triple P. Judges are inconsistent. There needs to be an understanding developed of what is meant and the obligations of the practitioner, i.e. a standard way of communicating the Participants' success to the courts. Esther has a good grasp on this. FCS will use their resources to offer a group on their own rather than co-facilitate. Kim's goal is to do one group per year for Level 4.

## 6. Evaluation Results – March training – Robyn

- 6.1 – Refresher – March 24<sup>th</sup>
  - 6.2 – Training Day – March 25<sup>th</sup>
- The evaluation results for these two seminars were brought up on the projector screen and discussed. It was suggested that we continue with the refresher days, perhaps more than twice/year. Tom stated we need more people trained in certain areas. He suggested that as participants' thinking process is fresher at the end of a workshop, we would likely have 100% participation if a written evaluation were available at that time, as opposed to completing an online survey later. Peter requested that the list of who attended the Training and Refresher days and what agency they represented be shared with the Implementation Working Group.

**ACTION: Darleen will append the participant lists from both training days, as well as the evaluation results to these minutes.**

## 7. Update - Triple P Media Provincial Committee – Denise Kall

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

There will be the capacity to have a practitioner log-in as well as chat/blog opportunities in the future. This was not able to be completed with the work done to create the provincial website; the platform is there and can be developed



either with additional funding or with support from within the provincial committee; there are no plans to have this operational in the near future.

#### Current report:

- Provincial committee is winding up its activities as the grant period has come to an end; the next few meetings will be around sustainability of the work going forward and transitioning some aspects to the Ontario Triple P network. Some members of the provincial committee will sit on this network.
- Debbie Easton who has been the Ontario Coordinator for Triple P International is moving to Alberta and will be employed as the National Coordinator; we do not know yet whether there will be another Ontario coordinator.
- In the wrap up activities, the local group has been asked to supply information based on contributions offered in the initial grant proposal; this includes cash & in-kind contributions.
- Money that was ear-marked for the provincial initiative was not requested when expected, so was held by the Health Unit for use for media; the Provincial group is now requesting the funds; The amount pledged was \$9,000 which is still available, although the Implementation committee had begun to make alternate plans to use the money; \$9,000 will be sent to Kinark as the flow-through agency for the provincial grant.
- There were also in-kind contributions pledged which need to be accounted for to the provincial group; Denise is offering to collate the contributions & send to Implementation Committee members for feedback; she will get average hourly rates from Michelle to assist with the numbers; the in-kind contributions for Family & Children's Services and the Health Unit will be reversed because they were proposed when it was thought that the lead role would be taken by FCS.

#### **Comments from the group:**

The committee discussed the money that was earmarked for the provincial initiative and agreed that we will honour the amount that was pledged. Marg added that this money is benefiting our community. Denise agreed and stated that local ads in May and June will still be going through. Ottawa/Kingston is a large media market and we will benefit from that.

Tom: Is each area responsible for their micro site?

Denise: Sustainability is not an issue on the part of the Health Unit, as their Webmaster would be responsible for maintaining the micro page.

Tom: If we could link to a university, and have a coordinator, could we have someone to train?

Denise: Yes. Someone from Simcoe/Miskoka took the training, so it's under way to have a representative.

Peter: What are the next steps for the micro site?

Denise: She has spoken with Kris. We have the capacity to manage what we want on our micro page. She will discuss with Kris and map out the initial building of the site.

**ACTION: Denise will report back at our next meeting.**

Peter noted that the current site needs work. We, as a committee, need to discuss what we need to supply to Kris. Denise agreed and will discuss with Kris prior to the next meeting; both Kris & Denise may attend with ideas for input.



Denise asked the committee for their approval to create a document that states who the agencies are that committed to in-kind contributions provincially and what their contributions are. The committee agreed.

**ACTION: Denise will draft a document regarding in-kind contributions and forward to the committee.**

## 8. Current Budget – Robyn

- Defer, as we have not yet received a final budget from Sue Jansen..

## 9. Triple P Resource Order – Robyn

- \$24,000 in Resources have been received.
- New Order Form  
There was discussion at last meeting about a new updated order form. Darleen reported that she and Michelle had emailed Keith, who designed and posted the current forms. There are two formats, one in Excel and one in Word. We would like clarification as to whether both formats are necessary. Darleen asked Keith to send her the document he posted, and she will revise.

**ACTION: Marg will follow-up with Keith.**

Esther stated we should be able to order TIP sheets for children beyond the age of 6. This is not included in the current order form.

We need to finalize the process for libraries, schools, etc.

Robyn ensured that everything that is available through TPI is also available through the Health Unit (Jodi Drummond). The order form will be updated soon.

## 10. Literacy Conference – Triple P Display – Robyn

The OEYC is hosting a literacy conference at Commonwealth School on May 14<sup>th</sup>. Michelle is putting together a display. As the Health Unit will not support paying someone to staff the display, Robyn asked if anyone was interested. Tom suggested we ask a high school student to do this, following giving them a brief overview. Marg is trying to put together a group of volunteers who could handle things like this, i.e. students and seniors.

**ACTION: Marg will attempt to find someone to staff the Triple P display at the literacy conference.**

## 11. Partnership Agreement – Robyn

An example of the Annual Service Agreement was discussed. There was a suggestion to title the commitment column *Resource and Time Commitment*. Target groups should be identified as clients and non clients. Also, individual agency commitments should be identified. A suggestion was raised to include examples of what agencies should write; perhaps a key in the legend. Conclusion was that the form needs to be revamped.

**ACTION: Darleen will revise the Partnership Agreement form. It will be discussed at the next meeting.**

## 12. In-Kind Contributions – Annual or Quarterly Calculations - Robyn

The committee reviewed the In-Kind Contribution form as we need a way to track all in-kind contributions by agency. Michelle suggested it be sent out quarterly.

**ACTION: Darleen will revise the form to include a comment triangle to record notes on how the numbers are calculated.**



Peter suggested we need a formula that we all use. He would like to know what was proposed in the grant. There was confusion around what we proposed compared to what we actually provide. He added that this is an extra task and we should be confident that collection of data will be useful. This will be an item for discussion at our next meeting.

**Note:** The group would like to see the completed Grant Proposal.

**ACTION: Robyn will look into how best to share the completed grant.**

**13. Shirts/Vests for Practitioners - Robyn**

Keith previously suggested that Triple P practitioners be identified by wearing a shirt/vest. The group disagreed as they felt that this might put a barrier between the practitioner and the client. Esther suggested that perhaps name tags would be a good idea – with no name indicated, simply “Triple P Practitioner”. It was also suggested that we could entertain purchasing items for graduating clients, i.e. T shirts or reusable shopping bags. This would also serve as advertisement.

**14. Caller Triage:- Peter/Esther**

Esther and Peter identified confusion with the form and felt that it should be revised. There was discussion around the purpose of the triage form. It was originally drafted for use by the nurses who staff the 800 line. Both the CYWC and the OEYC have also used the form and would find it more useful if the following suggestions were used:

- Use proper language, i.e. call the programs by their proper names
- Simple descriptions
- Make the form more universal so that it could be used by all agencies.

**ACTION: Esther volunteered to revise the current triage form and bring the revision to next meeting.**

**15. Next Meeting: May 18, 2011, 9:00 to 11:30 in the Brockville Room, ground floor of the Brockville Health Unit.**