



Collective Impact and Evaluation Project

Terms of Reference

Version 3 – February 2016

All agencies funded or delivered by ACT Health to provide specialist alcohol, tobacco and other drug services were invited to the Drug Services Forum in September 2015. At this meeting there was agreement to proceed with the Collective Impact and Evaluation Project.

This terms of reference provides further detail on the activities of the Project and clarification of the roles and responsibilities of each of the participating services.

1. Purpose

To undertake a collaborative Collective Impact and Evaluation Project (CIEP) with ACT Health funded and delivered specialist alcohol, tobacco and other drug (ATOD) services in the ACT to build and communicate a shared agenda for improving the health of the community by reducing ATOD related harms.

This will include a focus on effectively pooling resources to scope, define and communicate the diverse outcomes that can be expected for and by the community engaging with ACT ATOD services.

2. Context and Rationale

There is growing public attention and concern about:

- The impacts of alcohol and other drug (particularly methamphetamine) related harms in the Canberra community; and,
- The expectation that there should be treatment and support services that are effective and immediately available

Additionally, there is a willingness and drive within the ATOD sector to:

- Define the specialist and unique role of the ATOD sector within the community by better understanding ‘who we are, what we do, what we achieve, and how we achieve it’;
- Foster collaborations, innovations and effectively utilise scant resources to meaningfully address ATOD problems; and,
- Increase understanding within the community of the work of the sector and the help available.

It is well established that people with ATOD problems are some of the most stigmatised people in our community. This means that they (and their families) are less likely to seek help early or at all. By positively promoting the outcomes and effectiveness of drug treatment and support, this stigma can be challenged and more people may seek help earlier resulting in an overall healthier and safer community and better use of the available resources.

A collective impact approach has been chosen to underpin this project as it best enables the sector to utilise existing collaborative relationships to both build on and communicate the sector’s shared agenda for improving the health of the community and reducing ATOD related harms.

3. Scope

All ACT Health funded or delivered specialist ATOD services are in scope as Project Partners. These are:

1. Alcohol and Drug Services, ACT Health
2. Alcohol Tobacco and Other Drug Association ACT (ATODA)
3. Canberra Alliance for Harm Minimisation and Advocacy (CAHMA)
4. Sobering Up Shelter, CatholicCare Canberra and Goulburn
5. Directions
6. Gugan Gulwan Youth Aboriginal Corporation (AOD Program)
7. Karralika Programs Inc.
8. Canberra Recovery Service, The Salvation Army
9. Ted Noffs Foundation ACT
10. Toora Women Inc (AOD Program)
11. Winnunga Nimmityjah Aboriginal Health Service (AOD Program)
12. Ngnnuawal Bush Healing Farm (from 2016)

4. Principles and Values

The shared central objective of the terms of reference is to ensure structures and processes for maintaining a sound and viable project through clarity between project partners. The project is underpinned by a shared commitment to a number of values including: participation; collaboration and partnerships; effectiveness and timeliness; evidence informed practice; and, accountability and respect.

5. Outcomes

As a result of this project, there will be:

1. A shared agenda developed for improving the health of the community by reducing alcohol, tobacco and other drug related harms through the provision of specialist ACT ATOD services.
2. A better understanding in the Canberra community and the ACT ATOD sector of:
 - The outcomes for people accessing drug treatment and support services and their levels of satisfaction of the services they have received
 - The challenges and complexity experienced by people accessing drug treatment services, and the successes and achievements that can be realised by being clients of these services
 - The diverse capabilities of services and programs in the ACT ATOD sector
 - The established best practice in ATOD interventions and how these map onto the services and programs available in the ACT
 - The cost-effectiveness of ATOD interventions
 - The specialist ATOD treatment services available in the ACT
 - The collective work undertaken by the ACT ATOD sector to support a healthy and safe community and effectively utilise available resources.

6. Deliverables

The Project aims to achieve the following deliverables:

Stage 1

1. Service Users' Satisfaction and Outcomes Survey
2. A paper describing and examining specialist alcohol, tobacco and other drug support and treatment approaches

Stage 2

3. An ACT ATOD sector capability statement
4. An evidence summary of the cost-effectiveness of alcohol, tobacco and other drug interventions
5. Publication of an enhanced ACT ATOD Services Directory
6. A paper documenting the collective impact work undertaken in the ACT ATOD sector
7. Success case studies about people who have engaged in drug treatment and about treatment and support services

The largest and most resource-intensive components of this Project are Deliverable 1 – the Service Users’ Satisfaction and Outcomes Survey (SUSOS) and Deliverable 2 ‘A paper describing and examining specialist alcohol, tobacco and other drug support and treatment approaches’.

A separate ‘Participating Services Agreement and SUSOS Terms of Reference’ has been developed.

Planning documentation related to other deliverables (3–7) will be developed throughout the life of the Project as required.

7. Project Management

ATODA will oversee the project and its deliverables in partnership with specialist ACT ATOD services.

A Collective Impact and Evaluation Project Partners comprising Chief Executive Officers or Executive Managers (or their delegate) of each participating service will provide support to the Project and will meet at least three times during first 12 months of the Project. These partners will make contributions in various forms - it may be convened as part of other meetings (e.g. the Drug Services Forum in September 2015 or an Executive Directors meeting), in-person, via teleconference or by email on a needs basis or for deliverable-specific discussions (e.g. the SUSOS).

8. Roles and responsibilities of project partners

As project partners, ACT Health funded and delivered specialist alcohol and other drug services:

- Will make a financial contribution to the Project for the delivery of the SUSOS (deliverable 1), as this project deliverable has specific additional costs such as data analysis, service user payments, etc. Further details, including an

agreement to be signed and a checklist of SUSOS-specific activities are provided in the 'Participating Services Agreement and SUSOS Terms of Reference'.

- Will provide the CEO / Executive Manager (or delegate) to be the service's primary contact person for the CIEP
- May, in relation to deliverables 2–7, have particular activities that will be set out in the relevant planning documents
- Will participate in Project activities as required.

ATODA will provide dedicated project management resources and expertise to produce the deliverables.

9. Communications

In addition to the Collective Impact and Evaluation Project Partner meetings, a central web-based information portal will be developed to communicate information about the project and report on progress on the deliverables across the ATOD sector, other systems, funders and the Canberra community more broadly. Project Partner updates will be developed.

7. Timeframe

This is initially a 12 month project.