

Information Systems and Communication Checklist

Please use this checklist as a guide for possible action items towards improving integration for **Information Systems and Communication**. You can write anything you like in the 'Extra Notes' section.

| Item | Completed? (Y/N) | Extra Notes |
|---|---------------------|-------------|
| 1. Have we organized case review/case conference meetings with multidisciplinary staff (clinician and non-clinician)? | | |
| 2. Have we established a method or methods for shared care planning? | | |
| 3. Have we organized steering committee or other high level executive meeting with key services? | | |
| 4. Have we organized meetings with networked research and evaluation partners to support emerging and ongoing research priorities? | | |
| 5. Have we allocated time in the workload of frontline workers to plan and participate in case conferences and care planning as needed? | | |



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| 6. Does our eMR maintain a complete client record for all activity relating to clients? | | |
| 7. Are consent and information sharing processes between organisations established, and have we made updates to client facing documentation as required ? | | |
| 8. Have we Agree on a process for sharing client information between services | | |
| 9. Have we developed a process for regularly sharing information about different services in the network | | |
| 10. Conduct workshops with all staff attending on topics of shared interest, sharing knowledge, case challenges, case presentations, etc | | |
| 11. Have shared facility spaces and/or activities for informal gathering of staff (e.g., the coffee run, Friday lunches, dedicated eating area, outdoor seating etc) | | |
| 12. Have we completed service mapping excel template considering the referral pathways that exist? | | |



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| 13. Have we developed referral pathways for all key partner services? | | |
| 14. Have we allocated an appropriate delegate and/or process for updating and maintaining referral pathways? | | |
| 15. Do we understand each service's referral protocols? | | |
| 16. Have we established common communication channels between services (e.g., phone, email, face-to-face)? | | |
| 17. Do we have a key contact for each service that can answer questions to support referrals? | | |
| 18. Do we have feedback processes in place for referrers? | | |
| 19. Have we considered opportunities to share space, administrative support, IT, resources or other infrastructure with connected services? | | |
| 20. Have we considered opportunities for in-reach within your service or to other services | | |