

National FRC Mental Health Promotion Project



Health and Wellbeing Community Referral Project Mainstream Rollout 2022





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Introduction:

There are a 121 Family Resource Centres (FRCs) across the Republic of Ireland. FRCs are based within some of the most marginalised communities across Ireland, where poverty, social isolation, deprivation, and unemployment are weaved into the everyday lives of the communities FRCs support. The aim of the programme is to combat disadvantage within the community and improve communities' health and wellbeing through family support and community development approaches. FRCs work to achieve this by involving communities and representatives of those in need of support, and by working closely with a range of voluntary organisations and statutory agencies to develop coordinated responses. Evidence demonstrates this wrap-around community-based support is the best way to create and sustain resilient individuals and communities. FRCs are often the first point of call for individuals in distress and support is available across the life course. The National Forum of FRCs has a dedicated National Mental Health Promotion Project, which provides training, support and best practice guidance on mental health promotion, suicide prevention and social prescribing to staff and volunteers in order to meet the needs of the community. The project has been fundamental in the development of the 6 Social Prescribing Projects in Cork and Kerry by providing project management, leadership, financial support and enhancing the current delivery by ensuring the high-quality sustainable development of social prescribing within the FRC network.

“Social Prescribing is a means of enabling GPs and other healthcare professionals to refer patients to a link worker - to provide them with a face to face conversation during which they can learn about the possibilities and design their own personalised solutions, i.e. ‘co-produce’ Application Form October 2019 10 their ‘social prescription’- so that people with social, emotional or practical needs are empowered to find solutions which will improve their health and wellbeing, often using services provided by the voluntary and community sector” (The Social Prescribing Network, 2018).



Governance, Oversight and Organisational Chart:

Outlined below is the new organisational chart for the mainstream rollout in Cork/Kerry. This is based on collaboration between key stakeholders and continuing the partnership that has demonstrated success between the National FRC Mental Health Promotion Project and the HSE Health and Wellbeing in Cork and Kerry. The programme Manager of the National FRC Mental Health Promotion Project Shauna Diamond, has extensive knowledge in the planned rollout of the HSE Social Prescribing Framework. This implementation of mainstreaming will take into consideration the essential criteria outlined in the Framework, such as data collection methods, evaluation tools, Link Worker targets/KPIs and exploring the expansion of referral pathways, in particular with those in the allied healthcare professions and engaging with more GP practices. Partnership with key areas in the HSE will also be fundamental and the Mental Health Project will ensure Link Workers engage with supports and services the HSE provides, such as self-management and health and wellbeing programs.

The Mental Health Project in collaboration with the National Forum of FRCs will oversee the mainstreaming, implementation, oversight and expansion of social prescribing in these sites. The Mental Health Project will administer funds for the funded sites and will support sites to establish themselves, which will include recruitment of new staff members across relevant CHNs, monitoring targets and referrals, collection of relevant data for evaluation and reporting to the HSE Health and Wellbeing in a uniformed approach that streamlines the high-quality service provided in Cork and Kerry. The National Forum will ensure each site has in place a memorandum of understanding, with clear governance structures to ensure accountability in terms of activities, outputs and finances.

Adopting a project management approach, with monitoring reports, a clear project plan outlining an initial project initiation document and then a more comprehensive project plan with timelines, responsible persons, risks, issues and dependencies clearly outlined will be developed and updated regularly throughout the course of

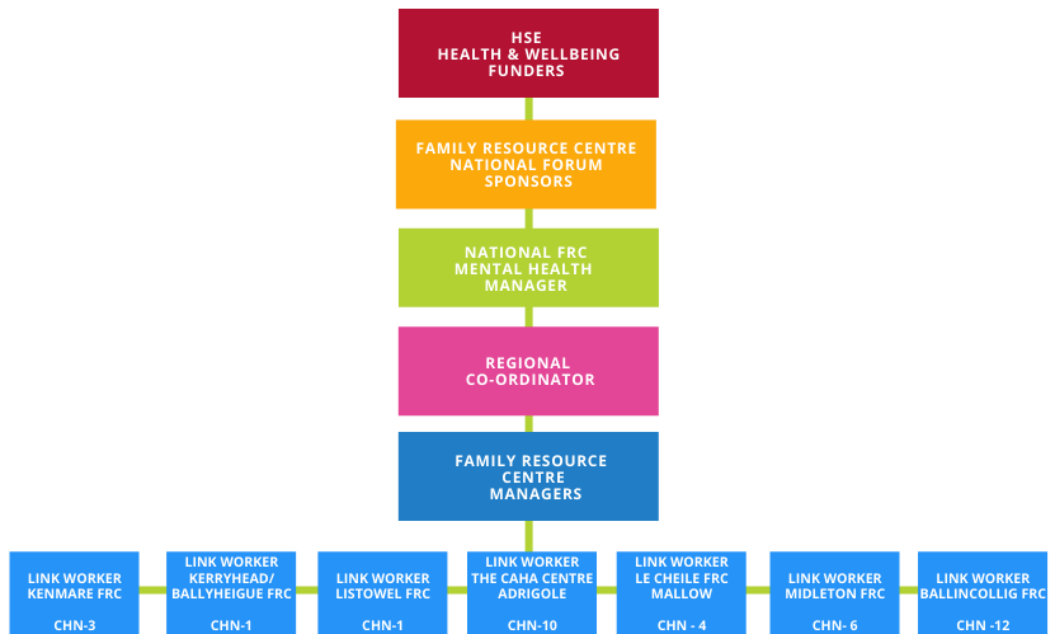


the roll out. The KPIs will align to Healthy Communities targets of 100 referrals per WTE in the first year and 120 thereafter.

HEALTH & WELLBEING COMMUNITY REFERRAL PROJECT

ORGANISATIONAL CHART

KEY STAKEHOLDERS
 UCC ACADEMIC PARTNERS
 HEALTHY COUNTY/CITY LEAD X3
 GENERAL PRACTITIONERS
 PRIMARY CARE
 SUICIDE PREVENTION OFFICER
 SERVICE USERS





Community Healthcare Networks and Partnership

The partnership between HSE Health & Wellbeing and The National Family Resource Centres (NFRC) is already supported by a cross-sectoral steering group providing governance and expertise which comprises of Primary Care, Social Care, Mental Health, Health Promotion & Improvement, Social Inclusion, Healthy County/City and UCC. The mainstreaming of Social Prescribing via Healthy Communities will ensure an integration of supports and services. The vision that Link Workers will sit on multi-disciplinary teams to offer a holistic approach to a person's care will be at the fore front of the continued rollout. By keeping with the community support ethos of social prescribing and basing the link workers within the community and voluntary supports and services, there is already established relationships with key providers of social and community supports. Dedicated Link Workers will enable the establishment of strong links into HSE, education and the workplace to ensure that each service users potential is maximised

Please read up on the Community Healthcare Network document that you will have received. This is your area of coverage and targetted work within this area is essential. The regional social prescribing coordinator will enable links within these areas to enhance participation from service users within this geographical area, targetting those whom are key priority groups outlined in ***Connecting for Life, Sharing the Vision and the HSE Framework for Social Prescribing (see below).***





Budget and financial protocols

The following is a guide breakdown of the budget per pilot site. The grants will be paid a month in arrears upon submission of the reimbursement template. The management of finances will be conducted by Mary Heskin from the National FRC Mental Health Promotion Project.

Quarterly financial reports will be submitted to funders.

Salaries for link workers are paid at a Grade 5 HSE rate which is currently €44,128 at point 1. ***Each worker will enter this scale at the first point. Salaries are pro-rata for those working part-time.***

Mileage rates for the link workers will be the same as public service rates. Expenses incurred by the worker will be recorded and all receipts must be kept. These expenses should be paid by the FRC and then claimed back via the reimbursement sheet with all relevant documentation.

Bank details of the FRC need to be supplied to Mary Heskin if not done so already. Please submit Link Workers car details for our records to Mary Heskin.

Marys details are: accounts@frcmentalhealthpromotion.ie

Phone: 0868379761

Motor travel rates (from 1 April 2017)			
Distance band	Engine capacity up to 1200cc	Engine capacity 1201cc - 1500cc	Engine capacity 1501cc and over
Up to 1,500 km (Band 1)	37.95 cent	39.86 cent	44.79 cent
1,501 - 5,500 km (Band 2)	70.00 cent	73.21 cent	83.53 cent
5,501 - 25,000 km (Band 3)	27.55 cent	29.03 cent	32.21 cent
25,001 km and over (Band 4)	21.36 cent	22.23 cent	25.85 cent



Your FRCs budget for 2022 is outlined below.

Part-time		CHN 1 Ballyheigue	
		PT	
Direct Salary Costs	Link Worker Full year salary 2022		€ 24,502.07
	Recruitment of Link Workers		
	Travel & Subs		€ 910.00
	Mobile Phones		€ 600.00
	Laptops		
Direct Costs for Project Delivery	Training		€ 400.00
	Publicity & Mktg		€ 444.44
Equipment Costs	Venue Hire (Location Charge)		€ 600.00
	Course Materials		€ 1,050.00
		Overall total:	€ 28,506.51

In order to ensure financial accountability, the National FRC Mental Health Promotion Project, via the National Forum of FRCs is independently audited by Noone Casey LTD. We can assure all financial protocols and procedures are in place in order to administer and monitor the funding



Reporting, Monitoring and Evaluation

Each Link Worker will be required to submit a monthly report to the regional social prescribing coordinator. The template for this report is in the appendices at the end of the document. ***Submission of this report is on their last working day of that month.***

A validated tool the **Warwick Edinburgh Mental Wellbeing Scale** along with the **Pillars of Positive Health** will be used to track a service users progress and to evaluate the project. These scales are to be used with each service user at the beginning and end of the intervention.

UCC will be supporting each of the Link Workers in their recording of information on the database. The database has been updated to reflect these changes to information that is gathered. Training will be made available to those who may need to go back over the database by Joy Kelleher of UCC. ***The database must be filled in on a weekly basis.***

It is essential that these criteria are followed, as we need to demonstrate that the investment by the HSE is worthwhile, while also documenting evidence that Social prescribing as an intervention can have a significant role on a person's wellbeing.

A project action, outcomes and outputs plan will be drawn up by the Regional Social Prescribing coordinator. Upon completion they will inform each of the link workers of their strategy to implement these along with the pathway to support Link Workers to achieve their targets of referrals.

Current targets/ KPIs:

- Part-time staff are 50 referrals per calendar year (2022)
- Full-time staff 100 referrals per calendar year (2022)
- Contacts per week part-time (15)
- Contacts per week fulltime (30)



Appendices:

All documents below will be given in a separate file for use:

Social Prescribing Monthly Expenses Claim Form - 2022

Centre: _____

Month: _____

Monthly Link Worker Salary	
Recruitment	
Travel & Subs	
Phone Charges	
Laptop/Computer Costs	
Publicity & Marketing	
Location Charge	
Course Materials	
Total Reimbursement Requested	

I confirm the above expenses were incurred in relation to this project and enclose receipts/invoices for same.

Signed: _____ Date: _____

Project Administrator



Report template

Item		Description			
Service User Numbers		Referrals received	Referrals accepted	Active cases	Discharges
Social Prescribing contacts		Initial contacts	Online Session	Face to Face Session	Follow ups
Outcome measures completed		Pre - Warwick	Post-Warwick	Pre-PoPH	Post- PoPH
Progression of outputs / Achievements / Positive					
	Risk/challenge to the service	Mitigation / Strategy			New / Continuing
	Milestone/Goals	Strategy			Progress



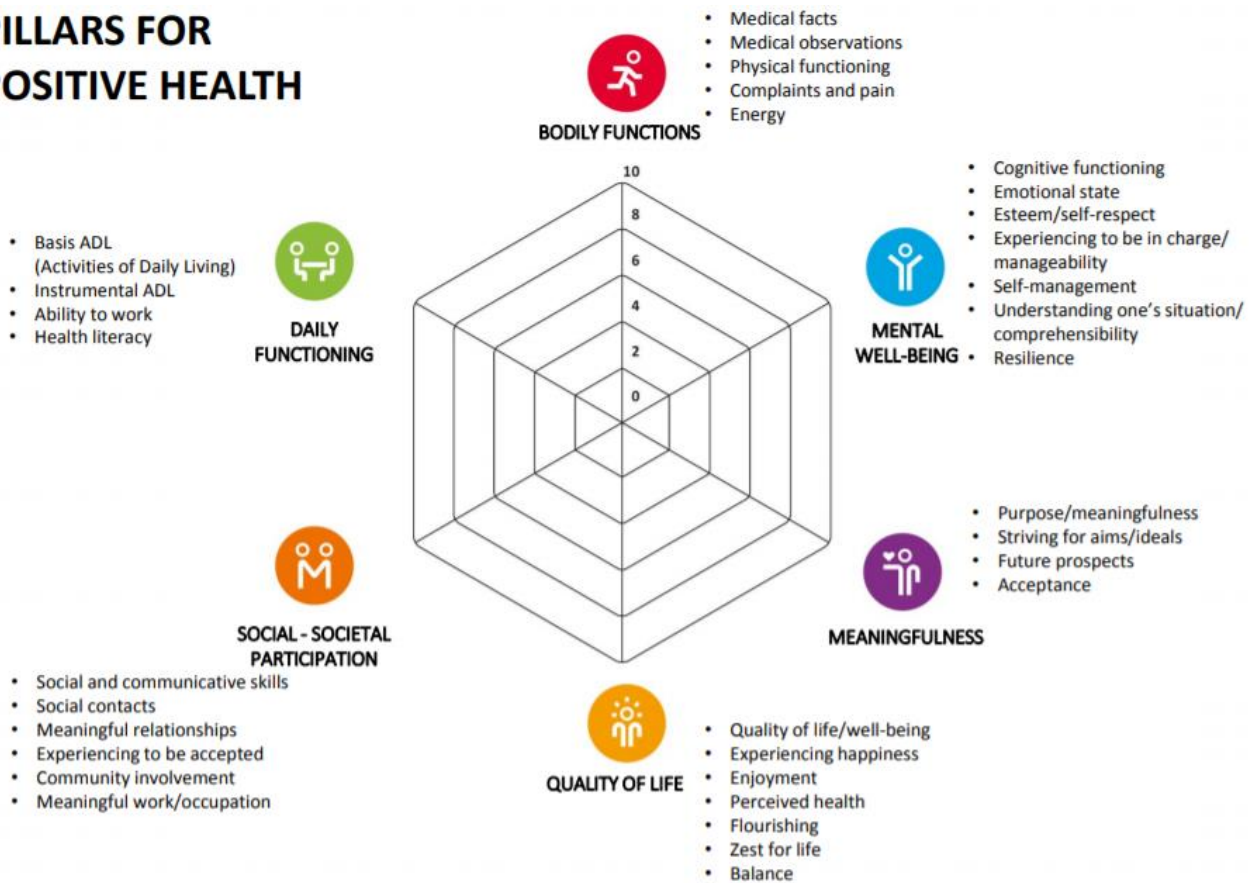
The Short Warwick–Edinburgh Mental Well-being Scale (SWEMWBS)

Below are some statements about feelings and thoughts.
Please tick the box that best describes your experience of each over the last 2 weeks

STATEMENTS	None of the time	Rarely	Some of the time	Often	All of the time
I've been feeling optimistic about the future	1	2	3	4	5
I've been feeling useful	1	2	3	4	5
I've been feeling relaxed	1	2	3	4	5
I've been dealing with problems well	1	2	3	4	5
I've been thinking clearly	1	2	3	4	5
I've been feeling close to other people	1	2	3	4	5
I've been able to make up my own mind about things	1	2	3	4	5



PILLARS FOR POSITIVE HEALTH



**National FRC
Mental Health
Promotion Project**

