

Central West LHIN's Health System Improvement Pre-Proposal (H-SIP): *Background Information and Guidelines for Completion*

Background Information

On April 1 2007, as part of the Ontario Ministry of Health and Long-Term Care's (MOHLTC) health system transformation plan, Local Health Integration Networks (LHINs) assumed responsibility for planning, funding and integrating health services at the local level.

LHINs, working in collaboration with health service providers will plan, coordinate and assess local health system performance to ensure the development of a quality health care system that is responsive to local health service needs, improves the health status of the population, and is sustainable in the long term. To this end, each LHIN has developed an Integrated Health Service Plan (IHSP) that reflects the current health status of its local population and identifies areas of focus for the next three years.

To create an integrated health care system, LHINs must work with health service providers to ensure that available resources are targeted to local health system priorities. All proposals submitted to the LHINs will be assessed against local health system needs. The onus for reviewing, evaluating and acting on proposals submitted by health service providers is the responsibility of the LHIN.

To reduce the time and costs health service providers incur in preparing detailed business cases, the LHINs have established a pre-proposal process. This process, known as Health System Improvement Pre-Proposal (H-SIP), will enable the LHIN to make a **preliminary assessment** of any request or activity contemplated by a health service provider that requires the LHIN's approval.

All health service providers will be evaluated against LHIN priorities as outlined in the IHSP, local health system needs, and financial feasibility. Following the LHIN's review and evaluation of an H-SIP submission, a health service provider may be invited to submit a detailed proposal and a business plan for further analysis by the LHIN. Guidelines for the development of a detailed proposal and business case will be provided by the LHIN.

The submission of an H-SIP **is not formal notice of a proposed integration** to the LHIN as contemplated by s. 27 of the *Local Health System Integration Act, 2006* ("LHSIA"). Health service providers wishing to provide notice to the LHIN of a proposed integration under s. 27 of LHSIA should contact the LHIN for more information.

The Central West LHIN will review submissions bi-annually. (February & September)

Guidelines for Completing the H-SIP Form

1. H-SIP forms for the Central West LHIN can be completed and submitted in two ways:
 - Access and submit form through WERS (for health service providers that have access to the Web Enabled Reporting System);
 - Download the form through the Central West LHIN website and return by e-mail to:

Nazira Jaffer,
Senior Planning and Integration Consultant
905-455-1281 ext. 223
Nazira.Jaffer@lhins.on.ca
2. All sections must be completed before the form is submitted.
3. Pre-proposals that involve new technology must reference the Ontario Health Technology Advisory Committee's (OHTAC) recommendation supporting the request.
4. Pre-proposals must have approval from the CEO of each organization.
5. When considering whether to submit an H-SIP, and when completing the H-SIP, please keep in mind that it will be evaluated against the following considerations:
 - Is it consumer focused? (*i.e., focuses on the needs of the consumer and family supporting the consumer*)
 - Is it focused on population health? (*i.e., improves health status of the population; emphasizes health promotion and disease prevention*)
 - Is it evidence-based? (*i.e., rationale is demonstrated by qualitative and quantitative data; use of best practice research*)
 - Does it promote integration innovation? (*i.e., demonstrates systems thinking*)
 - Does it support sustainability? (*i.e., ensures the future viability of the service*)
 - Does it support the health system? (*i.e., promotes improved access to services and ease of movement through the system*)
 - Does it demonstrate partnerships? (*i.e., establishes or strengthens cross-sectoral networks or partnerships*)
 - Does it align with provincial directions? (*i.e., advances strategic goals of the MOHLTC? advances South West LHIN IHSP priorities?*)

Helpful Links

- [Central West LHIN Integrated Health Service Plan \(IHSP\)](#)
- [MOHLTC Transformation Agenda](#)
- [Ontario Health Technology Advisory Committee](#)
- [Local Health System Integration Act, 2006](#)

Glossary

Service Change (Enhancement) Pre-proposals to expand or improve an existing service (e.g., introduction of new model of care, increase number of patients treated/visits).

New Service Pre-proposals to introduce a new service that the organization has not previously provided. The new service must align with the organization's strategic direction/plan.

Integration Pre-proposals that aim to coordinate, partner, transfer, merge or amalgamate services/operations for the improvement of health service delivery and patient flow through the local health care system (as defined in *Local Health System Integration Act, 2006*).