

Services for Seniors

Core Action Group

Terms of Reference

Purpose

The Core Action Group will work directly with the LHIN in moving forward the Action Steps related to the Services for Seniors priority outlined in the initial Integrated Health Services Plan. To start, the Core Action Group will focus on those Action Steps identified in the IHSP to be undertaken or started in Year 1 (April 1 2007 – March 31 2008).

The Core Action Group will provide advice and assist the LHIN in ensuring the development of the workplan and commitments that will guide the implementation of the IHSP Action Steps by:

- establishing accountabilities for workplan activities
- agreeing upon meeting and decision making protocols
- determining work schedules and time requirements
- identifying outcome measures and indicators for project management and reporting purposes
- identifying resource requirements to support this work
- producing and/or reviewing workplan and detailed project reports.

Major Activities

Based on the IHSP, the Core Action Group's major activities for 2007-2008 include:

- undertake comprehensive inventory
- assess the availability of current services and gaps and begin to align capacity to needs
- identify integration opportunities.

Community Engagement and Communications

Fundamental to the work of the LHIN and moving forward on the Action Steps of the IHSP is the engagement of health service providers, consumers, family groups, members of the public, and individual practitioners, to receive their input and feedback on planning and the implementation of initiatives that improve the integration and access to services for seniors. The level and type of community engagement may vary across projects.

Final Draft

The Core Action Group will provide advice and assist the LHIN to:

- develop and undertake appropriate approaches to engage specific communities and for specific projects
- foster an inclusive and transparent process
- share timely and accurate information about priority activities
- encourage, facilitate, and support on-going communication among stakeholders.

As a means to broaden engagement, the Core Action Group will develop an “Extended Action Group”, with terms of reference to ensure the inclusion in IHSP Action Steps of health service providers, that provide significant levels of service to the seniors of LHIN but are not located within the LHIN, as well as representative consumers, family groups, members of the public, and individual practitioners.

A geographic area approach may be necessary to gain insight on the similarities and differences across the region.

Comprehensive Inventory of Services

The development of the comprehensive inventory of services for seniors will answer the following questions:

- What services are being provided?
- What organization is providing what services?
- To whom are the services being provided?
- Amount of service being provided?
- Amounts and sources of funding for these services?
- How are the services being provided?
- How are services accessed?
- What are the gaps in services?
- Human resources being utilized in the delivery of the service?
- What services are being provided to local residents within the LHIN?
- What services are being accessed by local residents outside the LHIN?

This information will help the LHIN, local providers, and the community, to:

- assess the availability of services
- determine gaps in local services
- identify integration opportunities that may exist across providers.

The Core Action Group will provide advice and assist the LHIN on the development of the current inventory of services available to the seniors of the LHIN.

A summary document will present the current inventory of services.

This information will be vital to the development of a publicly accessible, comprehensive inventory of local services.

Align capacity to needs

Based on the development of the comprehensive inventory of services, work will begin to conduct the in-depth analysis and synthesis of data to understand the demand / requirement for services, currently and into the future, and to begin identifying integrative initiatives for implementation to align capacity to meet identified needs.

The Core Action Group will provide advice and assist the LHIN with the workplan and methods to collect, assess the quality of, and analyze, information. This may include a geographic area analysis to ensure that similarities and differences across the entire region are well understood.

A summary document will present demand and requirement findings.

Best Practice Research and Knowledge Transfer

Local health service providers and the LHIN will need to stay current with best practice services delivery models and with new provincial initiatives, strategies, and guidelines.

In carrying out its activities, the Core Action Group will continue work to identify the most promising best practice options that lead to more integrated services for seniors. The Core Action Group will enable the exchange of knowledge and sharing of best practices amongst LHIN stakeholders.

Core Action Group Members

The Core Action Group will be comprised of representatives from the various providers of services for seniors in the LHIN.

Since the LHIN will have service accountability agreements and funding relationships with health service providers within the LHIN it will consider representatives from this group for membership on the Core Action Group.

The Core Action Group will include representation from the various geographic areas within the Central West LHIN.

Core Action Group members will include:

- Central West CCAC
- Representation from Community Support Service providers
- Hospitals - Headwaters Health Care Centre and William Osler health Centre
- Representation from Long-Term Care Facilities – regional/municipal, charitable not-for-profit, for-profit.

Final Draft

Meetings

Meetings will be held at least every two months at the call of the LHIN.

Chair

Co-chairpersons will be appointed by the LHIN.

Decision-Making

The Core Action Group will adopt a consensus model of decision-making for advice and recommendations. As such, deliberations of the Core Action Group will seek to build consensus based on the best interests of seniors in the LHIN.

Where consensus cannot be reached, the Core Action Group will present a summary of the deliberations to the LHIN.

Duration

These terms of reference will be reviewed and updated prior to the beginning of the 2008-2009 fiscal year.