South West
LOCAL HEALTH INTEGRATION NETWORK

RÉSEAU LOCAL D'INTÉGRATION DES SERVICES DE SANTÉ
du Sud-Ouest

201 Queens Avenue, Suite 700
London, ON N6A 1J1
Phone: 519-672-0445
Toll Free: 1-866-294-5446
Facsimile: 519-672-6562
Email: southwest@lhins.on.ca

201, avenue Queens, bureau 700
London (Ontario) N6A 1J1
Téléphone : 519-672-0445
Numéro sans frais : 1-866-294-5446
Télécopieur : 519-672-6562
Courriel : southwest@lhins.on.ca

www.southwestlhin.ca

APPENDIX G:

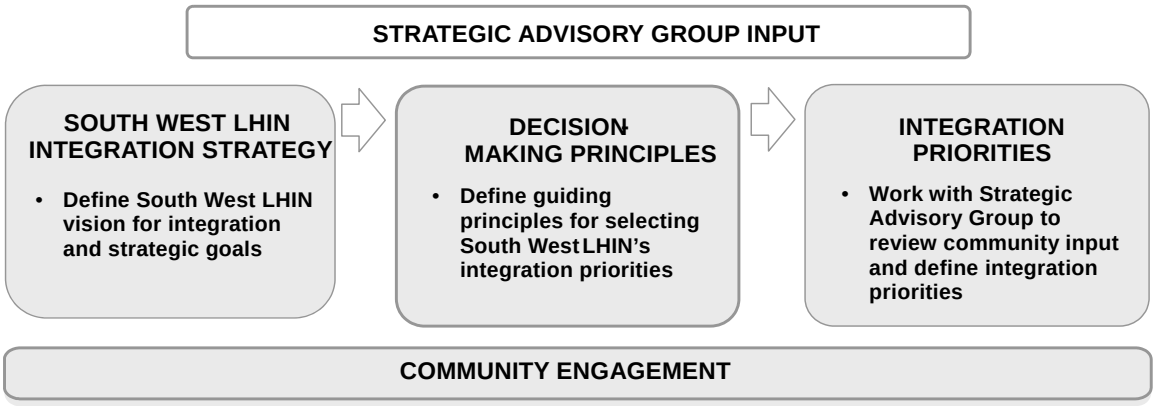
Methodology to Identify Integration Priorities

October 31, 2006

Ontario

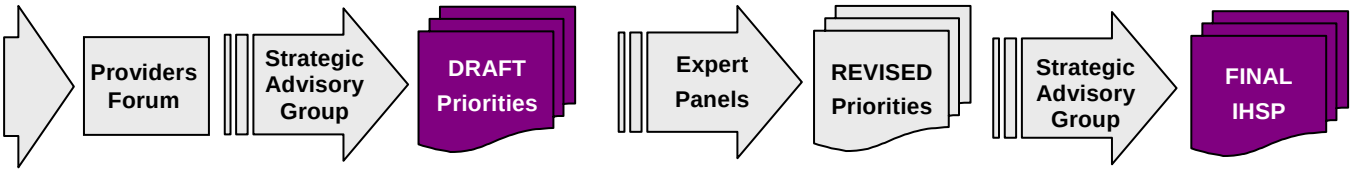
Methodology for Development of Draft Priorities

The methodology to define priorities for the South West LHIN involved input and guidance from a variety of partners representing a cross section of providers and communities. Elements of the methodology include:



The Integration Vision, Strategic Goals and Decision Making Principles appear in Part I of the Integrated Health Services Plan. Included in this appendix are the **Strategic Advisory Group** terms of reference.

Methodology for Development of the Final IHSP



Development of the final IHSP included the following:

- Extensive community engagement of community leaders, health service providers, and the public;
- Detailed review by the Strategic Advisory Group at key intervals throughout the process;
- Establishment of Expert Panels, including nearly 100 representatives from across the South West LHIN to review and provide input into detailed action plans (see Appendix H).

South West Local Health Integration Network

Strategic Advisory Group
Terms of Reference

Background

A key deliverable for each LHIN is the completion of an Integrated Health Service Plan (IHSP) by October 2006. The South West IHSP will have a 3-year view and will outline South West LHIN priorities for the time period covered by the plan. A vision, mission and strategic goals, based on both the provincial direction and local requirements, will be included along with many other content points such as objectives, actions and performance measures. It will include creative and innovative solutions for local health system planning and will have links to provincial priorities. A complete environmental scan, analysis of local issues and integration priorities and the establishment of short and long term targets will be detailed along with 'early win' opportunities for integration.

Mandate

Purpose: The first order of business for the Strategic Advisory Group will be to inform the development of the IHSP, and assist and provide advice to the South West LHIN Senior Leadership Team throughout the IHSP development process.

Functions: The primary functions of the Strategic Advisory Group are to:

- Review and advise on the local integration vision and goals for the IHSP;
- Review results of the environmental scan in order to:
  - contribute to interpretation of data and analysis and provide advice on the significance of issues or gaps identified by the scan
  - contribute to interpretation of opportunities and enablers for integration and other issues related to the delivery of health services

- provide advice on the significance of issues impacting access to and delivery of health services;

- Contribute to the identification and development of IHSP priorities based on the decision-making criteria defined by the South West LHIN Board of Directors;

- Advise on the development of an Action Plan for selected priorities;

- Review and recommend community engagement activities that support the evolution of the draft IHSP to the final document;

- Ensure that the community engagement activity results are incorporated in the final IHSP document.

Principles

Representation: While it is recognized that members will bring diverse perspectives and expertise to the Strategic Advisory Group based on experiences in their own organizations, sectors, and communities, all members will be expected to represent the interests of the South West LHIN.

Decision-making: The Strategic Advisory Group will work on a consensus basis.

Confidentiality: The Strategic Advisory Group may deem aspects of its deliberations to be confidential for a period of time or for the duration of the IHSP development process. All members will be expected to respect this confidentiality and will be encouraged to discuss information that can be reported publicly at the end of each meeting.

Membership

Members of the Strategic Advisory Group will be appointed by the South West LHIN Senior Leadership Team. In selecting the members, the Team has endeavoured to reflect a broad spectrum of partner interests and expertise from across the South West LHIN catchment area, including:

Health Sector Expertise: Membership of the Strategic Advisory Group may include individuals with the expertise and experience in the following areas:

- Primary Care/Family Health Teams

- Community Health Centres
- Public Health
- Mental Health and Addictions
- Hospitals, including small, community, and tertiary facilities
- Community Care Access Centres
- Long Term Care Homes
- Community Support Service Agencies
- Southwest Regional Network Leadership (e.g., Stroke)
- Academic Health Sciences

Community Representation: The Strategic Advisory Group will include 2-3 community leaders from across the South West LHIN.

South West LHIN Board Representation: Two members of the South West LHIN Board of Directors will participate on the Strategic Advisory Group.

Resource Support:

- Primary Health Care Consultant (LHIN 2, Primary Health Care Team)
- PricewaterhouseCoopers Consulting Team

Structure and Accountability

Chair: Tony Woolgar
Vice Chair: Kelly Gillis

Reporting Relationship & Accountability: The Strategic Advisory Group is accountable to the South West LHIN Senior Leadership Team. Final decision-making on the IHSP lies with the South West LHIN Board of Directors.

Conflict of Interest: Members will be required to declare any pecuniary or non-pecuniary conflict of interest to the Strategic Advisory Group and refrain from discussions as appropriate.

Quorum: Quorum will be fifty percent of total members plus one.

Meeting Frequency: Initially it is expected that the Strategic Advisory Group will meet every two weeks. Following the completion of the draft IHSP, it is anticipated that meetings will be held monthly. Additional meetings may be called at the request of the Chair.

Support: South West LHIN staff will provide the Strategic Advisory Group with documentation and background materials as appropriate in preparation for scheduled meetings. Members will not receive remuneration but will be reimbursed for out-of-pocket expenses.

Term

The IHSP will be completed by October 2006. An ongoing role for the Strategic Advisory Group beyond October 2006 will be evaluated prior to completion of the first IHSP.