



## MOHLTC/LHIN CAPITAL WORKING GROUP BULLETIN

ISSUE #6  
JUNE 2010

### MOHLTC/LHIN Joint Capital Review Framework

#### Orientation Sessions

In February 2010, the MOHLTC/LHIN Capital Working Group (CWG) held three orientation sessions with MOHLTC and LHIN staff in Toronto, Ottawa, and London. The sessions outlined the new MOHLTC/LHIN Joint Capital Review Framework for early capital planning (Pre-Capital, Proposal and Functional Program stages).

The orientation sessions outlined the roles and responsibilities of the MOHLTC and LHINs when reviewing health service provider (HSP) early capital planning submissions, including the requirements for each of these submissions.

Highlights of orientation session survey results are as follows:

- As we begin using the framework, additional information to further clarify roles and responsibilities between the ministry and LHIN may be helpful once LHINs and the ministry begin using the framework. Consistency will be important;
- Future training should encompass all capital projects, including community projects (i.e., Community Health Centres, Family Health Teams);
- A Case Study review based on a real proposal could assist in role clarification and definition;
- LHINs need a better understanding of PCOP funding and how it links to program and service planning;

- A Frequently Asked Questions (FAQ) document would be helpful to both MOHLTC and LHIN staff;
- Future training sessions will be important.

In response to the comments raised in the survey, the CWG will continue to develop tools which will assist LHIN, MOHLTC and HSP staff in the review of capital initiatives in the early planning process.

#### Consulting Firm Hired for Implementation Planning

In May 2010, following a thorough RFP process, the MOHLTC/LHIN CWG engaged the services of PRISM Partners Inc., partnering with Argyle Communications, to assist with the implementation planning phase of our work.

PRISM and Argyle have been asked to develop the following on behalf of the MOHLTC/LHIN Capital Working Group:

- A Process Guide for the new MOHLTC/LHIN Joint Capital Review Framework based on the MMC/LHIN endorsed Discussion Document (December 2009).
- Revisions to capital planning Guidelines and Checklists for Pre-Capital, Stage 1 Proposal, and Stage 2 Functional Program.
- Communications Plan for target audiences (LHINs, MOHLTC, Health Service Providers).
- A Review Guide for *Part A* (LHIN Review) as described in the Discussion Document.



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Over the coming weeks, PRISM and Argyle will be conducting confidential stakeholder interviews to gain their insights on how the new MOHLTC/LHIN Joint Capital Review Framework could be explained and implemented most effectively.

We expect PRISM and Argyle to have completed their work in the fall 2010.

### Communications Strategy

Once the work of PRISM and Argyle has been completed, and the Process Guide and revised guidelines and checklists are ready, the MOHLTC/LHIN Capital Working Group will provide information to HSPs and other stakeholders using a full range of communication vehicles, and will provide web-based materials on the new joint capital review process.

### OHA Capital Day

On June 18, 2010, a presentation was made by Michael Barrett (Co-Chair of MOHLTC/LHIN CWG) and Linda Hunter, Manager, South & West Capital Team, Health Capital Investment Branch at the OHA's annual Capital conference. The joint presentation highlighted the following:

- An overview of the new joint review process for early capital planning (Pre-Capital, Proposal, Functional Program);
- Roles and responsibilities for MOHLTC and LHINs for planning and decision making;
- Process for implementation planning;
- Communications strategy.

### Own Funds Capital Projects

The MOHLTC/LHIN Accountability Agreement (MLAA) defines Own Funds Capital Projects as follows:

Own Funds capital projects are those capital projects funded by a public hospital without capital funding from the Government of Ontario, including the MOHLTC and the LHIN.

The review and approval process for Own Funds capital projects has not yet been devolved to LHINs; approval is required by MOHLTC under the *Public Hospitals Act*.

Based on the MOHLTC-LHIN Performance Agreement (MLPA currently being finalized), the Capital Working Group will develop mechanisms to devolve the review and approval of hospital Own Funds projects to LHINs, as appropriate, and subject to eligibility criteria established by MOHLTC. These mechanisms will include the development of an Own Funds Protocol. LHINs will be engaged in the review of the Own Funds Protocol document once drafted.

In summary, all Own Funds projects still currently require the approval of the MOHLTC. All LHINs will be notified once the approval of Own Funds projects are devolved to the LHINs, and the appropriate tools and mechanisms to assist in this approval are put in place.



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### Health Capital Investment Branch Moves

On June 21, 2010, the ministry's Health Capital Investment Branch moved to its new location:

**1075 Bay Street, 2<sup>nd</sup> Floor, Toronto, ON  
M5S 2B1**

All telephone numbers from HCIB previous locations (5700 Yonge Street and 777 Bay Street) remain in effect.

An updated listing of key MOHLTC staff responsible for health capital is attached to this bulletin.

## Working Group Membership

<b>Name</b>	<b>Title</b>	<b>Organization</b>
Michael Barrett	CEO (Co-Chair)	South West LHIN
Meryl Hodnett	Manager, GTA Capital Team, (Co-Chair)	MOHLTC, Health Capital Investment Branch
Pat Stoddart	Senior Director, Performance, Contract & Allocation	Central West LHIN
Deborah Hammons	CEO	Central East LHIN
Kyle Johansen	Health System Design Specialist	South East LHIN
Cheryl Faber	Senior Manager, Health System Planning and Development	North Simcoe Muskoka LHIN
Bill Campbell	Director, Health System Development	Mississauga Halton LHIN
Victoria van Hemert	Senior Director, PICE	Central LHIN
David W.W. Clarke	Director	MOHLTC, Health Capital Investment Branch
Linda D. Hunter	Manager, South & West Capital Team	MOHLTC, Health Capital Investment Branch
Elaine Bishop	Programs & Standards Advisor	MOHLTC, Health Capital Investment Branch
Lorne Langdon	North & East Team Lead, Planning & Negotiations	MOHLTC, LHIN Liaison Branch

## Health Capital Investment Branch Contact List

<b>Name</b>	<b>Title</b>	<b>Contact Number</b>
David W.W. Clarke	Director	(416) 314-0402
Lindsay Allison	Manager, Capital Financial Services	(416) 326-1088
Linda D. Hunter	Manager, South & West Capital Team (Erie St. Clair, South West, Waterloo Wellington, HNHB LHIN areas)	(416) 326-1148
Anne Barszczewski	Manager, North & East Capital Team (North East, North West, Champlain, South East, North Simcoe Muskoka LHIN areas)	(416) 327-9426
Meryl Hodnett	Manager, GTA Capital Team (Central, Central East, Central West, Mississauga Halton, Toronto Central LHIN areas)	(416) 326-6337
Brenda Blackstock	Manager, Programs & Standards Unit	(416) 326-8301
Gary Freedman	Manager, Project Management Office	(416) 327-7069