

**A GUIDE TO THE POWERPOINT PRESENTATION  
“LOCAL HEALTH INTEGRATION NETWORK/ HEALTH SERVICE PROVIDER  
GOVERNANCE RESOURCE AND TOOLKIT FOR VOLUNTARY INTEGRATION  
INITIATIVES: AN OVERVIEW”**

January 2 2009

## **INTRODUCTION TO THIS GUIDE**

This guide is meant to assist those who make presentations to boards or other stakeholders on the document “**Local Health Integration Network/ Health Service Provider Governance Resource and Toolkit for Voluntary Integration Initiatives: An Overview**”.

This guide accompanies a slide deck of 26 PowerPoint slides that introduce stakeholders to the document. The slide deck comprises three sections:

- An introductory section (slides 1 to 5)
- A section on Part 1 of the Toolkit (slides 6 to 15)
- A section on Part 2 of the Toolkit (slides 16 to 26).

This guide provides an explanation of each of the 26 slides, grouped on the basis of each of these three sections.

Presenting this slide deck to an audience should take between 30 and 40 minutes (not counting time for questions and answers).

For presenters and audiences wanting a more in-depth presentation, more extensive slide decks are available, comprising three modules:

1. **Module One**: The legislative requirements for voluntary integration initiatives (15 slides)
2. **Module Two**: LHIN expectations for board oversight, decision making processes and community engagement (20 slides)
3. **Module Three**: Leadership supports for health service providers (25 slides).

These more extensive slide decks, and guides for presenting them, are available from your LHIN.

**INTRODUCTION TO THE TOOLKIT (5 SLIDES)**

SLIDE	DESCRIPTION	PRESENTER'S NOTES
Slide 1	<b><u>Title of the Presentation</u></b> , including the URL for those who want to access the toolkit on-line	
Slide 2	<b><u>“What is the Toolkit?”</u></b> – an explanation of: <ul style="list-style-type: none"> <li>• what the Toolkit provides</li> <li>• the intended achievements of the Toolkit</li> </ul>	
Slide 3	<b><u>“Why This Toolkit Was Developed”</u></b> – an explanation of the reasons for developing the toolkit, including: <ul style="list-style-type: none"> <li>• reasons rooted in legislation governing LHINs</li> <li>• initial health service provider board questions about what LHINs expect, and whether tools are available to help boards develop integration proposals</li> </ul>	
Slide 4	<b><u>“The Toolkit’s Developers”</u></b> – a listing of: <ul style="list-style-type: none"> <li>• the composition of the Project Steering Committee that oversaw the development of the Toolkit</li> <li>• the consulting team that help develop the Toolkit</li> </ul>	
Slide 5	<b><u>“The Contents of the Toolkit”</u></b> – describing the two major parts of the Toolkit: <ul style="list-style-type: none"> <li>• <b>Part 1:</b> Relationship between LHIN and health service provider Boards in voluntary integration</li> <li>• <b>Part 2:</b> Health service provider Board leadership, supports and tools</li> </ul>	

**PART 1 OF THE TOOLKIT:  
RELATIONSHIP BETWEEN LHIN AND HEALTH SERVICE PROVIDER BOARDS IN VOLUNTARY  
INTEGRATION (10 SLIDES)**

SLIDE	DESCRIPTION	PRESENTER'S NOTES
Slide 6	“ <b><u>Contents of Part 1 of the Toolkit</u></b> ” – this lists the titles of the five sections of Part 1 of the Toolkit	
Slide 7	“ <b><u>‘Integrate’ and ‘Integration’ as Defined in the Local Health System Integration Act, 2006</u></b> ” – presents five definitions of these crucial terms	
Slide 8	“ <b><u>Routes To Integration</u></b> ” – identifies five routes to integration and identifies one route – “voluntary integration initiatives” – as the subject of the toolkit	
Slide 9	“ <b><u>Expectations of LHIN Boards In Voluntary Integration Initiatives</u></b> ” – lists six things LHIN boards are expected to do to promote voluntary integration	
Slide 10	“ <b><u>Expectations of Health Service Provider Boards In Voluntary Integration Initiatives</u></b> ” – lists five things health service provider boards are expected to do to promote voluntary integration	

**PART 1 OF THE TOOLKIT: RELATIONSHIP BETWEEN LHIN AND HEALTH SERVICE PROVIDER BOARDS IN VOLUNTARY INTEGRATION (10 SLIDES), continued**

SLIDE	DESCRIPTION	PRESENTER'S NOTES
Slide 11	<p><b><u>“Governance Oversight Questions A Board Should Ask Its Management Leadership On A Regular Basis”</u></b> – to identify a link between management and governance, this slide outlines three questions a Board should ask its management leadership on a regular basis</p>	
Slide 12	<p><b><u>“H-SIP: A Common Tool”</u></b> – describes the Health Service Improvement Pre-proposal (“H-SIP”) tool and explains what H-SIP is meant to demonstrate about a proposed voluntary integration initiative</p>	
Slide 13	<p><b><u>“Getting Started On Voluntary Integration”</u></b> – provides a flow chart showing steps, starting with submission of the H-SIP form, that lead to voluntary integration and demonstrating the importance of community engagement throughout the process</p>	
Slide 14	<p><b><u>“Two Contexts For Community Engagement”</u></b> – identifies two kinds of community engagement required by the Act:</p> <ul style="list-style-type: none"> <li>• LHIN-led community engagement</li> <li>• Health care provider-led community engagement</li> </ul>	
Slide 15	<p><b><u>“Some Advice On Community Engagement”</u></b> – reminds stakeholders to:</p> <ul style="list-style-type: none"> <li>• consult with their own LHIN when planning for community engagement activities</li> <li>• engage the community <i>early, consistently and thoroughly</i></li> </ul>	

**PART 2 OF THE TOOLKIT: HEALTH SERVICE PROVIDER BOARD LEADERSHIP, SUPPORTS & TOOLS (10 SLIDES)**

SLIDE	DESCRIPTION	PRESENTER'S NOTES
Slide 16	<p><b>“Contents of Part 2 of the Toolkit”</b> – this lists the titles of the six sections of Part 2 of the Toolkit</p>	
Slide 17	<p><b>“A Health Service Provider Board Has Three Essential Roles”</b> – identifies the roles of <i>making policy</i>, <i>making decisions</i>, and <i>oversight</i>, since all roles are part of a board's involvement in volunteer integration initiatives</p>	
Slide 18	<p><b>“Checklists, Tip Lists And Tools”</b> identifies twelve checklists, tip lists and tools that can be used in voluntary integration initiative development</p>	
Slide 19	<p><b>“A First Step In Identifying Integration Opportunities”</b> – suggests that each Board establish a Board policy that:</p> <ul style="list-style-type: none"> <li>• outlines commitment to working with others</li> <li>• defines Board role in policy-making, decision-making and oversight of voluntary integration</li> <li>• identifies the extent of authority for voluntary integration initiatives delegated to CEO/ ED</li> </ul>	
Slide 20	<p><b>“Who Gets Involved?”</b> – points out that some voluntary integration initiatives require provider board involvement</p>	

**PART 2 OF THE TOOLKIT: HEALTH SERVICE PROVIDER BOARD LEADERSHIP, SUPPORTS & TOOLS (10 SLIDES), continued**

SLIDE	DESCRIPTION	PRESENTER'S NOTES
Slide 21	<p><b><u>"A Continuum Of Board Involvement In Voluntary Integration Initiatives"</u></b> – Shows what kinds of provider board involvement is advisable at various points in the continuum of integration</p>	
Slide 22	<p><b><u>"The Shared Responsibility of Boards"</u></b> – points out that provider boards are responsible for:</p> <ul style="list-style-type: none"> <li>• Assessing feasibility and appropriateness of the proposed integration</li> <li>• Approving and overseeing implementation (requiring due diligence).</li> <li>• Identifying challenges to the integration and planning for how to address the challenges</li> </ul>	
Slide 23	<p><b><u>"Possible Integration Mechanisms: A Legal And Risk Management Context"</u></b> – notes that:</p> <ul style="list-style-type: none"> <li>• Each mechanism shown on the next slide involves legal and risk management considerations/processes that should be discussed with legal counsel, and with other advisors if necessary</li> <li>• Reference must be made to human resources issues</li> </ul>	
Slide 24	<p><b><u>"The Range of Possible Integration Mechanisms"</u></b> – identifies five mechanisms:</p> <ol style="list-style-type: none"> <li>1. Coordinating services and interactions</li> <li>2. Partnering with others to provide services (three variants)</li> <li>3. Transfer, merger or amalgamation of services, operations or entities</li> <li>4. Starting or ceasing to provide a service</li> <li>5. Cease to operate</li> </ol>	
Slide 25	<p><b><u>"Measuring Success: Goals And Indicators"</u></b> – shows that integration <u>goals</u> must lead to <u>performance indicators</u> that lead to <u>monitoring</u> and to <u>adjustments</u> if goals are not fully met</p>	

<b>Slide 26</b>	<b>“Other Available Resources”</b> – makes the audience aware that the toolkit contains extensive additional material not included in this slide presentation	
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